

**BARNSTEAD SCHOOL DISTRICT
Office Manager**

TITLE: Office Manager

QUALIFICATIONS:

- Post secondary training or degree in business, finance, secretarial studies or equivalent combination of education and experience.
- Three or more years of education/administrative experience, which must have included supervision, organization, coordination, and performance of duties at a responsible level.
- Excellent communication, public relations, and decision-making skills.
- Self starter.
- A solid background in computer skills.
- Supervision ability.
- Knowledge of budget development and accounting/bookkeeping procedures.

REPORTS TO: Principal.

TERMS OF EMPLOYMENT: Salary and benefits as established by the Barnstead School Board. Category I.

HOURS: 40 hours/week.

EVALUATION: Annual performance evaluation by Principal.

GENERAL SUMMARY:

Coordinates office services such as purchasing, facilities use requests, bookkeeping, records control and other administrative activities for administration, faculty, staff and students.

RESPONSIBILITIES:

- Coordinate and implement office services such as bookkeeping, purchasing, records control, projects and budget accounting operations for school grants, administration, special education, maintenance department and reading specialist.
- Analyze office operating practices such as records keeping systems, forms control, office layout, personnel requirements, creating new systems or revising established procedures.
- Coordinate collection and preparation of financial reports.
- Participate in interview of job applicants and conduct orientation of new employees as needed.
- Initiate Criminal Records Background Check on all new employees.
- Locate and compile information and format reports, records and other sources of information.
- Assemble and categorize facts and figures for written computation and calculations.

- Training of all office personnel on current and new applications of computer software.
- Liaison for all vendors, school personnel, School Board Secretary, SAU, workmen's compensation, PTA, and community.
- Open and prepare office for the day.
- Maintain staff development records for faculty and staff.
- Review and monitor monthly expenditures.
- Provide routine clerical support to faculty and administration in monitoring expenses against budget.
- Controls office budget for supplies and inventory.
- Oversee all office equipment used by administration, faculty and office staff, including training, maintenance contracts, warranties, leases, etc.
- Knowledge of burglar and fire alarm monitoring system.
- Set up and operate various software applications, such as spreadsheets, relational databases, statistical packages, and graphics packages to assemble, manipulate, and/or format data and/or reports, newsletters, etc.
- Awareness of formal and informal departmental goals, standards, policies and procedures which may include some familiarity of other departments within the school. Is sensitive to the interrelationship of both people and functions within the department.
- On a regular and continuous basis, exercises administrative judgement and assumes responsibility for decisions, consequences and results having an impact on people, costs and/or quality of service within the functional area.
- Directs the activities of two or more staff. Oversees individual employee development and training and conducts performance appraisals.
- Exchanges non-routine information using tact and persuasion as appropriate requiring good oral and written communication skills with parents, community members, faculty, staff, SAU, etc.
- Organizes and performs a full range of secretarial/administrative duties that requires a thorough understanding of departmental organization, functions, policies and procedures and supervises and establishes priorities for general office operations.
- Participates on school-wide crisis management team and safety committee.
- Coordinates all office procedures in accordance with board policy, emergency guidelines relative to declared emergencies and training drills.
- Types correspondence, reports including state reports and other departmental material that is often specialized, highly confidential, or technical in nature.
- Recommends/changes/enhances office routine and equipment.
- Issuing Officer of Youth Employment Certificates. Knowledge of current laws applying to youth employment standards, keeps records of such and issues working papers.

(Adopted: 06/04/02)