

## **Hobbs Municipal Schools Job Description**

**Position:** Office Manager

**Supervisor:** Nutrition Services Director

**General Job Description:** : To ensure the smooth and efficient operation of the office and to assist the director, staff, principals, students, parents, and visitors in their respective daily needs so as to contribute positive support to the education of students.

**Qualifications:**

1. Associate's Degree or equivalent experience of 7 years in similar role.
2. Experience in a school setting, office management
3. Secretarial skills including basic office procedures, computer function and operation, and the ability to type 50 WPM, and intermediate to advanced skill level in Excel.
4. Highly motivated, a self-starter, and excellent people skills.
6. Must be able to pass employment verification.

**Essential Duties and Responsibilities:**

1. Work cooperatively with colleagues, supervisors, and administrators.
2. Demonstrate ethical behavior.
3. Follow district policies and administrative rules and regulations.
4. Maintain behavior appropriate to performing and accomplishing assigned duties.
5. Engage in self-development.
6. Know what to do to successfully complete assigned work.
7. Project an over-all concern for personal appearance as it relates to job performance.
8. Contribute to the welfare and effectiveness of the office by adhering to high ethical standards of performance and interpersonal relationships.
9. Maintain confidentiality.
10. Demonstrate ability to multitask and work under high pressure, as well as time constraints.
11. Assist director with purchase orders, employee records, and daily office tasks.
12. Manage time keeping records.
13. Complete and forward telephone messages including phone master.
14. Manage absences in Aesop.
15. Accept and distribute mail and other correspondence.
16. Provide assistance to parents and students as necessary. Assist with applications when needed.
17. Compile, file and/or input accurate staff attendance and other school records. Research discrepancies and input corrections.
18. Compose or transcribe from rough draft, correspondence, bulletins, memorandums, and other material.
19. Monitor access to department records.
20. Complete all filing, typing, word processing, photo copying, and correspondence for the school office on district forms when applicable.
21. Maintain all office files.
22. Process & maintain Travel Tracker requests.
23. Assist satellite manager with finding substitutes as needed.
24. Assist with and process leave requests as needed.
25. Assist with the collection efforts.
26. Make appointments for the director.
27. Update staff emergency information each year.
28. Distribute staff parking stickers and keep record of current driver's licenses.
29. Distribute payroll.

30. File reports on workman's compensation.
31. Assist with catering billing.
32. Submit staff accident reports online.
33. Complete other tasks as deemed appropriate by the immediate supervisor and/or the superintendent.

**Physical Requirements:**

Sitting, standing, lifting, and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving light furniture may be required.

**Work Environment:**

Must be able to work within various degrees of noise, temperature and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after hour work may be required. Must be able to work under stressful conditions.

**Safety and Health Requirements:**

Bloodborne Pathogens Standard Training

**Equipment/Material handled:**

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

**Terms of Employment:**

Salary and work year to be established by the Board.