

**JOB DESCRIPTION**  
**Puyallup School District**  
**PAEOP Level C**

**Office Manager**

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**Purpose Statement:**

The purpose of this position is to provide administrative support in the operation of the school/department. This position acts as a liaison between the principal/director, District staff and the public; composes and reviews correspondence; answers telephone; maintains departmental files; assists with processing documentation for the accounting, payroll, purchasing and budget departments and provides general support where needed. This position is entrusted to many confidential and sensitive issues dealing with the district, parents, students, and teachers (e.g., student and teacher discipline issues, DSHS & CPS issues, staff grievances, personal family situations/dynamics). The person must work independently to plan and organize complex work activities to ensure timely preparation of accurate reports.

**Essential functions include:**

- **Answers** the telephone; provides information or routes caller to appropriate staff member; takes messages; monitors calls for principal/director. Greets office visitors tactfully; provides assistance and information; promotes effective public relations with parents and general public.
- **Compiles** and inputs data into various spreadsheets and financial software from a variety of sources for the purpose of providing status information.
- **Composes** documents (e.g. newsletter, correspondence, handbooks, reports, memos, agenda, minutes - often of a confidential nature, etc.) for the purpose of communicating information to students, parents, District staff and the public.
- **Responds** to inquiries from concerned students, parents, employees and other patrons and assists in resolving problems and issues in accordance with District policies, regulations and procedures
- **Supports** principal/director and/or other administrative personnel for the purpose of providing assistance with the administrative functions.

**School based position functions may include:**

- **Arranges** for assignment and release of substitute personnel in coordination with District substitute office
- **Assists** nurses and health assistants with basic first aid and student care, as needed
- **Assists** students and staff using the office/department in locating materials and checking materials in and out
- **Assists** parent volunteers
- **Coordinates** a variety of programs as requested, such as voter registration, federal survey, school pictures, school insurance and other activities; coordinates with Parent Teacher Association on a variety of activities
- **Enrolls/withdraws** students and enters information into computer; requests/sends records from/to previous schools/school districts
- **Establishes** and maintains accounts for associated student body (ASB), InvestEd and General revolving funds. Works with advisers to monitor their accounts and transactions
- **Meets** with state auditor to ensure compliance with the Washington State rules and regulations
- **Monitors** student behavior

- **Orders** instructional materials, equipment and supply needs for the purpose of maintaining adequate school inventory requirements
- **Provides** lead direction to school secretarial staff
- **Requests** and collects homework from teachers for students who are absent for more than three days for parents to then pick up
- **Schedules** building use, activities and events at the school building for the purpose of ensuring appropriate use of building during select times
- **Supports** online data management systems

**Non-school based position functions may include:**

- **Assists** and provides back up support for the District IT Helpdesk
- **Coordinates** the scheduling of the on-site training lab and other training locations
- **Coordinates** with maintenance and Operations Departments concerning all work orders for stadium and field work orders for secondary and elementary schools
- **Ensures** logistics and asset management for assigning teacher laptops; in-person check in/out, verifies bar code and accounts for accessories
- **Enters** and verifies all payroll and accounting information
- **Facilitates** processing of applicants and new hires with Human Resources, prepares and files confidential personnel reports
- **Formats**, types and distributes transportation schedules for athletic activity buses to secondary schools for each sport season
- **Maintains** directory of coaches with location and experience level; prepares payroll paperwork for new coaches (not teaching in the district); coordinates with the personnel department and secondary schools regarding extra duty and additional pay contract information
- **Maintains** district facility use log of fields and gymnasiums
- **Maintains** the District coach's certification records; annually compiles and accounts for all classes, workshops and clinics taken by district coaches to comply with state mandated coach's standards
- **Manages** warehouse inventory in the data processing system
- **Prepares** information to go to purchasing for bids; evaluate information from bids at closing; submit requisitions; order inventory from vendors as needed
- **Processes** and tracks cash refunds owed to parents from computerized lunch systems and coordinates with accounting department
- **Processes** free and reduced lunch applications; explains program and application to potential applicants
- **Resolves** payroll and accounting problems for the purpose of complying with state school district accounting requirements
- **Schedules** officials for all games at Sparks Stadium; maintains contact with officials regarding changes and rescheduling events
- **Schedules** use of stadium, field and conference room; resolves scheduling conflicts, invoices for use of the stadium; prepares seasonal stadium calendar and distributes to coaches
- **Supports** food service workers with point of sale issues; provides on line assistance with lunch sale software
- **Types** and files confidential discipline reports relating to athletes and coaches; ensures confidentiality

**Other job functions may include:**

- **Appraises** and organizes archival materials for permanent retention

- **Arranges** for coverage during peak work periods or absences; coordinates secretarial support for projects for the purpose of ensuring adequate staffing coverage at required times
- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities
- **Assists** the principal/director in coordination and facilitation of meeting all staff needs within the building
- **Assists** the principal/director with monitoring the department's budget by tracking expenditures and preparing budget reports for the purpose of ensuring funds are appropriately coded to meet District/State expenditure guidelines
- **Communicates** information to District staff and the public for the purpose of providing information on District policies, regulations, procedures, programs and guidelines
- **Coordinates** building employee/student accident/injury reports, informs staff of reporting procedures
- **Creates** and maintains purchase orders to coordinate, organize, and order supplies for the school/department
- **Determines** correct source for equipment repair needs; ie district maintenance, equipment representative, or private service company
- **Evaluates** situations, including those of a sensitive or confidential nature, for the purpose of setting priorities, taking action and/or referring to appropriate personnel for resolution
- **Maintains** accounting records (computer and hard copy) of information; processes and maintains records
- **Maintains** records and files for staff and student information
- **Maintains** accounting for general building budget and ASB budget
- **Maintains** purchasing records, manual and electronic files, receives inventories and store supplies, forms and a variety of materials
- **Maintains** a variety of manual and electronic documents, files and records for the purpose of providing up to date reference and audit trail for compliance to governmental regulation and board policy
- **Maintains** postage records; prepares and stamps outgoing mail; replenishes supplies for all office equipment with postage meter
- **Monitors** all drills: lockdown, modified lockdown, earth quakes, fire, shelter-in-place, Canine sweep. Contacts fire department, facilities and secondary education before and after the drills
- **Organizes** and prioritizes workload to maintain high quality of customer service both internally and externally
- **Oversees** the daily administrative operations of the school/department; provides guidance to other employees, as needed based on instructions from the principal/director
- **Participates** in meetings workshops and seminars for the purpose of conveying and/or gathering information required to perform various functions of the job
- **Prepares** and maintains purchasing records which includes using the district online data base for purchase requisitions, order tracking, inventory arrival, and procurement of basic supplies
- **Processes** invoices; reconciles procurement cards and checking accounts
- **Provides** customer service to students, staff, parents and the community providing detailed and accurate information
- **Performs** other related duties as assigned
- **Prepares** a variety of reports; updates and maintains records
- **Receives**, opens, and distributes incoming mail; prepares items for outgoing mail
- **Responds** to requests from various agencies, courts, colleges, former students, etc.
- **Submits**, monitors, and follows up on on-line work orders to facilities
- **Takes** periodic inventory of supplies; troubleshoots minor malfunctions in office equipment

**Minimum Qualifications:****Education**

High school graduation or equivalent, with two years of increasingly responsible secretarial experience, preferably in a school office. Experience in school district or public agency preferred. Experience or training in computerized bookkeeping or accounting preferred. Proficiency in multiple software applications, including but not limited to: BusinessPlus, Word, Excel, and point of sale software.

**Knowledge and Skills****Required Knowledge, Skills, Abilities:**

- Verbal articulation of processes and detailed information required
- Articulation of processes and detailed working documents required, using appropriate English and good grammar
- Possesses industry specific skills for the job (i.e. relevant school district experience), related experience and training required, AA or equivalent years of experience
- Position is frequently responsible to stay current on tools and resources used within major scope of position
- Multi-step complex calculations required (i.e. budget/forecasting, averaging)
- Intermediate knowledge of software applications required (i.e. Destiny, BusinessPlus cash receipting and purchase orders, eSchoolPlus, Smartfind Express Facilitator, spreadsheets, formulas)

**Responsibility**

- Collaborates within an internal work group and/or specific location
- Interactions require frequent conflict resolution and the use of creative de-escalation tools so as to deal with confused, frustrated, or irate people, collaborate on outcomes, influence and persuade customers to maneuver sensitive issues of problematic situations
- Independent decision making is expected, with consultation of supervisor or administrator, positions is able to make independent decisions within a broad range of acceptable procedures and directions
- The majority of the job duties require high confidentiality of privileged information requiring advanced discretion within work group, district and outside the district (i.e. garnishments, harassment complaints, employee leaves/medical information, litigation, risk management)
- Leading and auditing others and/or the work of others within immediate work group/school

**Working Conditions**

- Position has frequent interruptions from multiple sources, must re-channel work efforts and priorities to meet customer needs
- Position may assist Nurses and Health Assistants with basic first aid and student care, as needed
- Position requires regular physical exertion associated with an office environment

**Licenses/Special Requirements:**

Criminal Justice fingerprint clearance. Must pass district clerical testing, and additional testing upon interview