

PUEBLO SCHOOL DISTRICT 60
CLASSIFIED JOB DESCRIPTION

It is essential that all employees of Pueblo School District 60 understand our mission is to provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact. Employees support the community and thrive in connecting with our students by embracing the core values of the district, which state:

- We believe that the success of every student is our most important commitment.
- We believe that collaboration and engagement with our community, parents, staff, and students are essential to our success.
- We believe that we must act with integrity, celebrate diversity, and promote equity.
- We believe that each individual must be treated with dignity and respect.
- We believe that the social and emotional well being of our students is as important as their academic needs.
- We believe that it is our responsibility to provide a safe, positive, and supportive environment for our students and staff
- We believe that our community heritage, traditions, and history should inform our response to future student and district needs.

As we embrace these values and consider their impact, we will achieve our vision of being a high performing school district that inspires community confidence. Each employee plays a part, and that contribution should bring us closer to helping each student achieve their dreams.

Job Title: Office Manager
Prepared Date: 4/1/2021
Revised Date:
Work Year: 213 Days
Department: Technology
Reports To: Director of Technology
Salary Range: Miscellaneous Schedule B Salary Schedule
Benefits: Fringe Benefits based on Schedule B
Status: FLSA Status: Non-Exempt

SUMMARY:

The Office Manager works in a highly complex setting, deals on a regular basis with sensitive and confidential matters, has continual contact with staff and the public, and must ensure that all activities meet defined objectives. Work requires the exercise of a high degree of initiative, a positive attitude, sound judgement, and discretion in the performance of these duties. This person serves as administrative/clerical support to the Director of Technology and occasionally other department staff. This position will utilize specialized knowledge and independent judgement involving department activities and assignments.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or

ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED:

- High School Diploma or equivalent
- Any combination of education, training, and/or experience equivalent to: AA Degree in Business Management or related field, and five (5) years of secretarial/clerical experience
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

PREFERRED:

- Previous experience in a support role in an Information Technology department
- Previous experience providing support in a business office
- Prior experience in a medium to large sized K-12 public school district

SKILLS AND KNOWLEDGE:

- Knowledge and ability to use critical district computer and database applications including the internet, Google Apps, Alio, Infinite Campus, etc.
- Ability to make independent decisions in accordance with established policies and procedures and other source documents
- Ability to establish and maintain a professional/effective working relationship with department staff, administrators, parents, students, city/county officials and other community members
- Ability to prioritize, plan, organize and execute work effectively for self and others, to act independently and to exercise initiative in performing and assigning duties
- Ability to organize and coordinate office functions and to integrate duties into the organizational goals of the department
- Ability to initiate, design, organize and implement projects with minimal supervision
- Ability to communicate effectively, both orally and in writing, and to compose clear, concise correspondence and reports
- Ability to work under high pressure with a multitude of ongoing tasks, last-minute deadlines and changes with minimal errors
- Ability to coordinate conferences, training sessions, workshops and meetings
- Ability to maintain strict confidentiality in all aspects of assignment

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of

all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Act as department receptionist. Perform general office duties, cordially answer telephone calls, greet visitors, accept deliveries, monitor front door access, appease irate callers, give established information to callers, make appointments, screen incoming calls and visitors and refer to appropriate staff for action, take messages
- Work with the Purchasing department to establish and implement tools and procedures for district wide technology purchasing including self-service purchasing of standard technology items as well as project specific technology items.
- Coordinate and recommend budgets and expenditures to the department director in establishing, monitoring, analyzing and generally managing the annual budgets under control of the department.
- Work with the Accounting department to establish, implement and ensure the reliable, efficient and documented accounting practices for the payment of all technology related invoices.
- Coordinate and make recommendations to the department director and Business Services office in establishing, complying with and documenting effective competitive procurement processes to comply with district policies as well as government regulations and laws. Monitors resulting documents for compliance with said regulations and laws.
- Maintain a comprehensive document management practice to reliably document all ERate related activities including competitive procurements, applications, reimbursements, and audit response activity in order to maximize program benefit to Pueblo School District 60.
- Responsibly exercise independent judgment and spending authority up to \$1,000 in order to ensure the timely and effective operation of the department.
- Coordinate department requests for support of the Facilities Management department to accomplish department objectives and facilitate requests from schools for Facilities Management support as it relates to technology implementation requirements.
- Provide occasional overflow support to the Technology Help Desk when demands surge.
- Maintain effective business relationships with key department vendors and specific account representatives within those companies to ensure timely and effective response.
- Provide administrative support as requested for the Director of Technology and independently communicate with other district executives on the Director's behalf when required.
- Serve effectively as a de facto "go to" person within the department for other district employees when they need information or support with coordinating a request for support

by maintaining a thorough awareness of department activity and personnel roles and responsibilities and through effective communication skills.

- Work with department managers and the Director of Technology to design and implement a department intranet web site for communicating and sharing with district employees.
- Work with all department managers and the Director of Technology to plan and organize department work flow activities to meet objectives in a timely manner.
- Identify opportunities for process improvement to ensure continuous improvement of the effectiveness and efficiency of department operations.
- Autonomously self direct own activities and takes initiatives to solve problems and provide solutions, gathering department resources as necessary.

NON-ESSENTIAL DUTIES:

- Perform any and all other duties as assigned by the Director of Technology

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In an 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

F – Frequently (2.5 – 5.5 hrs per day)

NA – Not Applicable

O – Occasionally (.5 – 2.5 hrs per day)

C – Continually (5.5-8 hrs per day)

Physical Requirements	NA	R	O	F	C
Sitting					X
Stationary Standing			X		
Walking (level surface)			X		
Walking (uneven surface)		X			
Crawling		X			
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/Pivot			X		
Climbing (stairs)			X		
Climbing (ladder)		X			

Reaching overhead			X		
Reaching extension				X	
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping			X		
Repetitive use hands squeezing			X		
Fine manipulation					X
Using foot control			X		
*Pushing/Pulling Maximum weight: 75 lbs.				X	
Lifting Maximum weight: 50 lbs.				X	
Carrying Maximum weight: 75 lbs.				X	

WORK ENVIRONMENT:

Employee will work primarily in a school/office environment with both natural and fluorescent lighting with moderate to loud noise levels. Occasional travel between district facilities required