



"Every child, every chance, every day."

Santa Barbara Unified School District

720 Santa Barbara Street, Santa Barbara, CA 93101

Phone 805-963-4338, TDD 805-966-7734, Fax 805-965-9561
www.sbunified.org

Classified Job Description

Title: Junior High School Office Manager

Salary Schedule Range: 40

Purpose of Position: To perform advanced secretarial duties and provide administrative support to a junior high school principal.

Reports to: Junior high school principal.

Employment Status: Full-time

Location: Junior high school

Essential Functions:

Plan, coordinate and organize routine office activities, processes and communications to relieve administrator of routine administrative tasks.

Screen callers and visitors, including students, teachers, administrators, parents, and volunteers; provide timely information about school and District policies, procedures, and rules.

Compose correspondence independently or from rough draft or verbal instructions.

Coordinate substitutes using a web-based software program such as Aesop.

Maintain a variety of personnel records, time sheets, lists, files, and rosters; record attendance and verify accuracy of hourly time sheets.

Perform technical accounting and statistical work in compiling, reviewing, maintaining, and reporting financial data related to Associated Student Body (ASB) and other school accounts.

Collect and receipt ASB monies, prepare deposits, and enter information in an accounting software application such as Blue Bear; reconcile ASB accounts and prepare various reports for school administrators or District fiscal staff; prepare and maintain IRS W9 records and reports as needed.

Close ASB books at the end of each fiscal year.

Prepare for sale a variety of items including, but not limited to, tickets for bus, athletics, performing arts or special events, ASB cards, yearbooks, physical education clothing or other school merchandise.

Provide technical assistance on ASB-related matters to certificated staff and administrators.

Manage assignment of master keys; perform periodic inventory of key assignments.

Participate in the development of the school budget; monitor and control expenditures; prepare budget transfers; create requisitions for supplies, services, and materials as needed for instruction and school maintenance; receive, verify orders, and distribute materials or supplies to staff.

Operate a computer and proprietary or mass market software programs such as MS Word or Excel to input, retrieve or verify a variety of data; operate contemporary office equipment.

Schedule meetings, trainings, conferences and appointments as directed.

Enter work orders for maintenance department services as needed.

Direct and monitor the work of clerical support staff, student helpers or volunteers; train staff as required.

Perform related duties as assigned.

Maintain punctual and consistent attendance.

Working Conditions & Physical Demands:

Inside work with no exposure to weather conditions.

Hearing and speaking to exchange information in person or on the telephone; seeing to read a variety of documents; dexterity of hands and fingers to operate office equipment; sitting for extended periods of time; bending or stooping, and reaching overhead to store or retrieve materials.

Knowledge, Skills and Abilities:

Knowledge of contemporary office practices and procedures, preferably in a public employment environment, accounting principles and practices, and a working knowledge of the CA Education Code as it relates to the duties of the position.

Financial systems such as FIN2K, Escape, Tyler-MUNIS, QSS, PeopleSoft, Blue Bear, etc., as well as proprietary or mass market software applications such as MS Office.

Exercise independent initiative and sound judgment.

Financial and general record keeping, filing, electronic document filing and retrieval.

Operate a computer and a variety of contemporary office equipment.

Develop and maintain productive working relationships with school site staff, parents or guardians, vendors, and District staff.

Telephone and e-mail etiquette.

Correct English usage, grammar, spelling, punctuation and business vocabulary.

Process a high-volume of work with accuracy.

Add, subtract, multiple and divide quickly and accurately.

Understand and follow verbal and written directions.

Bilingual Spanish fluency desirable.

Meet schedules and timelines.

Revised Oct
2013

Work collaboratively with others.

Education, Training and Experience:

Any combination equivalent to graduation from high school and two (2) years college-level course work in Accounting, Business or related field, and three (3) years of increasingly responsible administrative or accounting experience in an office environment, preferably in the public sector.

Additional Requirements:

Successful passage of a written examination.

Type minimum 45 words per minute from clear copy.

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2013