

SCHOOL DISTRICT NO.5 (SOUTHEAST KOOTENAY)

JOB DESCRIPTION

JOB TITLE: OFFICE MANAGER

JOB SUMMARY: An employee hired to perform a multitude of tasks and duties pertaining to the organization, accounting, secretarial and clerical functions of the school's administrative office, including allocation of work and supervision of office staff, who is responsible to an assigned supervisor.

QUALIFICATIONS REQUIRED:

1. Grade 12 or equivalent
2. Valid British Columbia Driver's License
3. Minimum two years' College Business Administration diploma with accounting option or equivalent.
4. Minimum of one year's Office Administration Certificate or equivalent course work from an accredited institution.
5. Minimum one year's experience in computer skills using word processing, spread sheets, data Bases, computer system support-software installation, maintenance and troubleshooting.
6. Minimum of two years' related experience.

MUST HAVE THE ABILITY TO:

1. Communicate effectively, orally and in writing.
2. Perform the physical requirements of the job.
3. Be self directed, flexible and work independently.
4. Maintain confidentiality.
5. Work under pressure, e.g.: multi-task and meet deadlines.
6. Work with disagreeable and/or hostile conditions from time to time.
7. Operate and maintain office equipment related to the position.
8. Identify and apply a wide range of mathematical and statistical concepts.
9. Complete specialized and technical reports.
10. Understand, interpret and apply Ministry guidelines and technical manuals.
11. Develop effective work methods to handle assigned tasks.
12. Solve problems related to the position.

RESPONSIBILITIES AND DUTIES:

1. Responsible for the organization and function of a school office.
2. Schedule, assign, co-ordinate and monitor the work of other office clerical staff.
3. Responsible for all tasks related to accounting and budgeting.

4. Ensure office staff complies with various safety programs such as first aid, fire drills, WHMIS.
5. Provide first alert and appropriate action for accidents and other potentially serious and/or dangerous situations.
6. Provide guidance, instruction and direction to staff, students and others.
7. Perform other job related duties.