



Job Title: Office Manager

Exemption Status/Test: Non-Exempt

Reports to: Director of Transportation

Date Revised: January 2021

Dept. /School: Transportation

Primary Purpose:

Facilitate the efficient operation of the department administrative office and provide clerical services for the department's administrative staff.

Qualifications:

Education/Certification:

Required:

High School diploma or GED

Preferred:

Bilingual

Certified Education Office Personnel (CEOP)

Microsoft Office – Word, Excel, Power Point, One Drive

Google Drive and Meets

Knowledge of Skyward Student Database System

Experience:

Required:

Six (6) years' office management experience (preferably in public education)

Kronos and Oracle ERP experience

Special Knowledge/Skills:

Proficient clerical and computer related skills

Demonstrated ability in verbal communication and writing skills

Ability to receive and give written and verbal instructions effectively

Ability to read and understand documents including policies and procedures manuals

Proficient use of personal computer with excellent software skills, including Word, Excel, file maintenance and all other district databases

Excellent organizational, team, multi-tasking, and interpersonal skills

Ability to manage and supervise personnel

Ability to assume responsibility and initiative without direct supervision

Ability to work proficiently under stressful situations

Major Responsibilities and Duties

1. Provide direct assistance and support to Director and Assistant Director of Transportation.
2. Display professionalism including positive communications in dealing with students, parents, staff, and community.

3. Assume responsibility for the distribution and coordination of administrative work in the office.
4. Facilitate the efficient operation of department administrative office and provide clerical services for the department's administrative staff.
5. Responsible for correspondence generated from the Transportation office.
6. Schedule meetings and appointments, and maintain calendar for Director and Assistant Director.
7. Schedule staff and departmental meetings.
8. Approach problem solving tactfully with directness and integrity.
9. Exert a positive influence and work in harmony with associates.
10. Manage Kronos/payroll for full-time employees.
11. Back-up to payroll specialist.
12. Process all medical leave/disability documentation.
13. Manifest support for and compliance with the philosophy, objectives, policies, and procedures of Garland ISD.
14. Promote a positive image that supports the mission of the school district.
15. Maintain personnel files in compliance with district policies.
16. Maintain good personnel relations and work habits.
17. Receive incoming calls, take reliable messages, and route to all appropriate individuals.
18. Develop and oversee development of office Standard Operating Procedures (SOP) for administration, payroll, employee records, and finance.
19. Serve as the Administrative Coordinator for maintaining all department Standard Operating Procedures (SOP). Control and enforce the check-in and checkout of procedures as they are updated and otherwise revised.
20. Perform other duties as assigned.

Supervisory Responsibilities:

Transportation Specialist, Payroll Specialist, Transportation Assistant, Transportation Secretary, and supervise other office paraprofessionals as assigned.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment such as personal computers and peripherals

Posture: Ability to sit for prolonged periods of time; occasional bending/stooping, pushing, pulling, and twisting

Motion: Continual sitting and reaching; repetitive hand and arm motions

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged and irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.