



Job Title: Office Manager BE/ESL Department

Exemption Status/Test: Non-exempt

Reports to: BE/ESL Nurse Coordinator/BE/ESL Director

Date Revised: May 27, 2015

Dept. /School: BE/ESL Department-BE/ESL Clinic

Primary Purpose:

Under moderate supervision, organize and manage the routine work activities of the BE/ESL Clinic and provide clerical support to a BE/ESL Nurse Coordinator, social worker and other staff members.

Qualifications:

Education/Certification:

High school diploma or GED
Valid TEA Certification

Special Knowledge/Skills:

Proficient skills in keyboarding, data entry, work processing, and file maintenance
Ability to use software to develop spreadsheets and databases and do word processing
Ability to prioritize workflow to address the multiple needs of the supervisor or the department
Ability to multi-task numerous complex administrative activities
Basic math skills
Effective communication, and interpersonal skills

Experience:

Two years secretarial experience

Major Responsibilities and Duties:

Records, Reports, and Correspondence

1. Prepare correspondence, forms, reports, manuals, and presentations for the department head and other department staff members.
2. Compile, maintain, and file all reports, records, and other documents as required.

Accounting

3. Perform routine bookkeeping tasks and maintain department budget records. Prepare and process department purchase orders and payment authorizations.
4. Order and maintain inventory of office supplies and program equipment.
5. Monitor and process personnel time records including leave requests and reports and submit in accordance with district procedures.

Other

6. Answer and respond to incoming calls, take reliable messages, and route to appropriate staff.
7. Maintain a schedule of appointments for department staff.

8. Make meeting arrangements for department activities including preparing materials, scheduling and setting up facilities, and arranging equipment.
9. Receive, sort, and distribute mail and other documents to department staff.
10. Maintain confidentiality of information.

Supervisory Responsibilities

Under supervision of BE/ESL Nurse Coordinator supervises Paraprofessional clinic staff and temporary staff.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse, occasional reaching

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

Environment: May work prolonged or irregular hours; occasional district wide travel

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.