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<b>Position:</b>	School Office Supervisor- SOS	<b>FLSA:</b>	Non-Exempt
<b>Department/Site:</b>	SOS-Sonora	<b>Salary Grade:</b>	21
<b>Reports to/Evaluated by:</b>	Site Administrator	<b>Salary Schedule:</b>	Classified

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**SUMMARY**

Under general direction performs a variety of technical and secretarial work for an administrator. Coordinates and performs administrative projects within the division. Coordinates information and work flow and support activities for the organization unit and related functions, projects, and programs. Functions are varied, technical and professional in nature requiring independent judgment, initiative, and considerable knowledge, skills, and abilities acquired through experience. Work is performed under general direction with considerable independence and is reviewed through results obtained.

**DISTINGUISHING CAREER FEATURES**

The School Office Supervisor for the Sierra Outdoor School is assigned to Supervisor II due to the nature of services, leadership, and skills required for financial transactions in addition to registration and other office services.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Performs technical and complex secretarial support using independent judgment and an in-depth understanding of the functions and procedures of the division, with a working understanding of functions and procedures of other functional areas.
- Interprets and conveys policies and procedures, referring extremely difficult or sensitive matters to the administrator.
- Organizes, balances, prioritizes, performs, and may assign clerical support duties, anticipating business and academic calendars and cycles, assessing available staffing and recommending additions or adjustments.
- Coordinates the administrative aspects of projects and events, integrating them with ongoing work routines and making assignments to other staff. Conducts research of business transactions, proceedings, employee and student records, and trends, etc., to compile reports for administration or agencies.
- Initiates communications for, and may participate in employment processes for selecting staff, including student and temporary workers. Orients new employees to procedures, processes, schedules, facilities, and equipment used at the School.
- Types (keyboards) from rough drafts or verbal instructions a variety of materials such as letters, memoranda, reports and statistical data. Independently composes original correspondence and forms on routine department matters.
- Receives telephone calls and visitors, interviewing callers for purpose, handling routine-to-difficult matters independently, providing information or routing calls.

- Schedules appointments and arranges meetings. Prepares schedules and informs participants, confirming dates and times. Initiates requests for hotel, conference, and travel reservations.
- Prepares agreements and contracts for services used by and/or provided by the Sierra Outdoor School. Processes contract documents. Maintains files/records of correspondence related to projects.
- Schedules and coordinates the use of on-and-off-site classrooms, ensuring that fees and liability insurance and other facility matters comply with policy.
- Gives informal tours to prospective organizations and school groups who may reserve time and space at the facility. Coordinates registration of groups and students. Prepares invoices for reimbursable services based on attendance and additional services requested of the School.
- Initiates and/or processes a variety of requests from staff for items such as, but not limited to, requisitions, keys, and services offered by the District.
- Coordinates, prepares, edits, and inputs information that supports publication of program and visitation schedules. Sets up and updates schedules and calendars.
- Records, verifies, codes, and processes payroll information for paid staff, and student or temporary help. Processes contracts for outside contractors. Processes payment requests for guest speakers.
- Assists the administrator with development of organizational unit budget proposals, maintaining communications with work sections on status and information needs. Maintains approved budgets for multiple departments, transaction records, and audit trails, including those for capital outlay, special projects, and grant-funded activities.
- Reconciles expenditures and initiates reassignment of budgeted funds to and from various accounts, coordinating with accounting staff to assure compliance. Prepares, processes, and codes requisitions and claims for reimbursement. Resolves purchase order and contractual matters with vendors and other service providers.
- Performs other related duties and responsibilities as required.

## **QUALIFICATIONS**

**Knowledge and Skills:** Knowledge of office practices, procedures and equipment, including filing systems, receptionist and telephone techniques, and letter and report writing. Working knowledge of personal computer based software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, special applications used at the site, and data entry onto custom data bases. Requires basic skill at facilitating problem-solving processes. Requires sufficient math skills to perform financial and statistical record keeping. Requires sufficient knowledge of proper English usage, grammar, spelling, and punctuation to prepare professional correspondence.

**Abilities:** Must be able to learn, interpret, explain and apply knowledge of District and site organization, operations, programs, functions, special terminology used in the organization unit, and labor agreements to relieve an administrator or program director of a variety of administrative details. Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines. Requires the ability to communicate with staff and customers using patience and courtesy, and in a manner that reflects positively on the organization unit.

**Physical Abilities:** Requires light to moderate walking and standing and lifting of light weight materials (less than 20 pounds). Requires good arm, hand, finger dexterity in order to operate keyboard, and other office equipment. Requires visual acuity to read words and numbers and speaking and hearing to communicate in person or over the phone.

**Working Conditions:** Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

**Education and Experience:** High School Diploma, or G.E.D. Certificate; supplemented by college business courses and four (4) years of progressive experience in a clerical, financial and secretarial capacity. Alternatively, an Associates Degree and two years of progressive secretarial experience would be acceptable.

**Credential Requirements** Valid Driver's License.