

DEL MAR UNION SCHOOL DISTRICT

CLASS TITLE: **OFFICE MANAGER, TECHNOLOGY**

BASIC FUNCTION:

Under the direction of the Executive Director of Capital Programs and Technology, plan, organize and schedule the flow of work in the Technology Department including help desk management; complex secretarial and administrative tasks; budgeting; and deployment and maintenance of computer hardware, peripheral equipment, and software.

REPRESENTATIVE DUTIES:

- Coordinate, organize and perform complex secretarial functions for the Technology Department.
- Under the direction of the Executive Director of Capital Programs and Technology, develop and monitor department budget.
- Prepare and type letters, bulletins, newsletters, memoranda, agendas, lists, logs, and other written communications on a computer terminal or typewriter as assigned.
- Prepare, compile and maintain data, reports, files, and records.
- Coordinate and schedule meetings and appointments; maintain appointment calendar.
- Prepare presentations using a variety of technologies and tools.
- Manage Technology Helpdesk: provide first line of support as needed, identify personnel to provide secondary level of support, and assign duties.
- Organize, monitor and participate in user support activities; assure user needs are met and problems are resolved.
- Provide basic support services including training students and staff in the use and maintenance of equipment and District purchased applications.
- Provide information concerning district policies, procedures, and programs as needed; communicate effectively with parents, the public, District personnel, and members of the Board of Trustees orally and in writing.
- Review and verify accuracy and completeness of various documents and forms both electronically and in hard copy; maintain confidentiality of materials and information.
- Serve as receptionist for the department and direct visitors to appropriate District personnel and offices.
- Receive, screen and route mail and other documents within the department.
- Operate computers, applicable software programs and peripheral equipment to enter, process, revise, and update information; operate a telephone, copier, typewriter, calculator and other office equipment as assigned.
- Under the guidance of the Executive Director of Capital Programs and Technology, monitor and track all district computer leases for teachers and staff, to include tracking inventory and working with vendors to renew leases at end of term.
- Maintain office equipment and requesting repair service as needed.
- Order supplies for the department.
- Assist with updating the district technology website and intranet site as needed.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic practices, policies and procedures for assigned position.
- Common office clerical terminology, skills, and practices.
- Basic financial and statistical accounting and record-keeping.
- Record keeping techniques, filing and information management systems
- Modern office practices, procedures and equipment.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Operation of various office machines including a computer terminal.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- District organization, operations, policies and programs
- Modern email and calendaring software
- Pertinent computer software programs such as Microsoft Office: Word, Excel, Power Point, and Access; and Google Apps for Education: Docs, Sheets, Forms, and Slides.

ABILITY TO:

- Ability to perform a variety of complex secretarial tasks
- Effectively plan, organize, prioritize and complete multiple tasks within reasonable time limits.
- Work independently with minimal direct supervision.
- Communicate effectively both orally and in writing.
- Perform duties effectively with frequent interruptions.
- Maintain accurate records and prepare reports.
- Understand and follow accurately oral and written directions.
- Operate a variety of office equipment including a computer terminal.
- Establish and maintain cooperative, effective working relationships with the public and District staff.
- Work confidentially and use appropriate discretion in disseminating information.
- Type at 50 words per minute from clear copy.

QUALIFICATIONS:

Any combination equivalent to graduation from high school and four years increasingly responsible clerical or secretarial experience. Experience working in a Technology Department highly desirable.

WORKING CONDITIONS:

ENVIRONMENT:

- Office environment
- Frequent interruptions

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate computer keyboard and other office equipment.
- Hearing and speaking to exchange information

- Seeing to read a variety of materials
- Bending at the waist, kneeling or crouching to file materials.
- Sitting for extended periods of time.
- Lifting items up to twenty-five pounds

TERMS OF EMPLOYMENT:

Valid Driver's License, Criminal Justice Department and Federal Bureau of Investigation Fingerprint Clearance, Physical and TB Clearance. Fingerprints and physical will be at district expense and must be obtained at district contracted facility.

SALARY:

Placement on the Classified Salary Schedule on Range 32.