

RINCON VALLEY UNION SCHOOL DISTRICT

March 21, 2017

**EMPLOYMENT OPPORTUNITY FOR CLASSIFIED PERSONNEL**

**POSITION:** Office Manager

**LOCATION:** Village Elementary School

**STARTING SALARY:** \$17.06 – \$18.84 per hour

**SALARY:** Range 17 \$17.06 - \$27.75 per hour + benefits

**FINAL FILING DATE:** 4:00 PM – April 7, 2017

**APPLICATION PROCEDURE FOR RINCON VALLEY UNION SCHOOL DISTRICT EMPLOYEES:**

**Letter of interest to Debbie Takeda, Human Resources Officer  
Updated resume**

**APPLICATIONS FOR THE ABOVE POSITION ARE AVAILABLE AND BEING ACCEPTED AT THE**

Rincon Valley Union School District Office  
1000 Yulupa Avenue  
Santa Rosa, CA 95405

**OFFICE MANAGER**

**Definition**

Under the supervision of the site administrator, manages flow of service, communication, and processes in a school office; to perform a variety of responsible and highly complex administrative support work; to provide a wide range of information to students, staff, parents and the public; to maintain varied legal and administrative records; to relieve the administrator of routine office detail; and to perform other related work as assigned.

**Essential Duties and Responsibilities**

1. Provide support to the site administrator.
2. Perform a wide range of secretarial/clerical duties including independently answering routine correspondence, preparing correspondence and necessary materials, maintaining calendars and schedules, and maintain current files and records.
3. Make public contacts, both by phone and in person, in a consistently gracious and congenial manner.
4. Serve as a primary public relations agent for the school site.
5. Manage the flow of services, communications, and processes in a school office.
6. Maintain accurate student attendance records, and reports as required by district staff.
7. Maintain accurate demographic records as required by district staff.
8. Perform student record related queries, reports, and general data entry.
9. Perform a variety of responsible and highly complex administrative support work as assigned.
10. Provide a wide range of information to students, staff, parents and the public.
11. Maintain varied legal and administrative records.
12. Maintain a high level of professionalism and the confidentiality of District/school related information.

13. Receive, open and route mail.
14. Administer routine first aid, and medication, to students when school nurse is not present.
15. Perform related work as required.

### **Qualifications**

#### **Knowledge and Abilities**

1. Pertinent school and district rules and regulations.
2. Good oral and written communication skills
3. Operate a computer and learn new programs as required. Modern school office methods, procedures, and equipment.
4. Perform duties with the flexibility to reprioritize to maintain order and complete essential work. (The ability to multi task)
5. Correct English usage, spelling, grammar and punctuation
6. Make decisions in accordance with District policy as needed.
7. Business letter writing techniques.
8. Record keeping principles and procedures.
9. Rules, regulations, laws and policies governing the District.
10. Basic math including calculation of fractions, percents, ratios.
11. Basic health standards and hazards as advised by school nurse.
12. Ability to analyze situations accurately and adopt an effective course of action.

#### **Education**

1. Any combination equivalent to completion of high school.
2. Previous years of progressively responsible, secretarial, record keeping, and data processing experience.

#### **Requirements**

1. Valid Class C Driver License
2. Ability to lift up to 40 pounds
3. Criminal Justice/Fingerprint Clearance
4. Verification of Freedom of T.B.

**Pay Range: 17**