

SWEETWATER UNION HIGH SCHOOL DISTRICT

CLASS TITLE: OFFICE SUPERVISOR

BASIC FUNCTION:

Under the direction of the Director of Special Support Services, provide secretarial support and administrative assistance related to the office operations of the Special Support Services department; plan, coordinate and organize office activities and coordinate flow of communications for the Special Support Services department; obtain, explain and provide information to staff, administrators, parents and others regarding office functions, policies and procedures.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, coordinate and organize office activities and coordinate flow of communications for the Special Support Services department; obtain, explain and provide information to staff, administrators, parents and others regarding office functions, policies and procedures.

Train and provide work direction to assigned clerical support staff; monitor office work flow and assure compliance with established time lines, procedures, and standards of quality.

Process administrative office details not requiring the immediate attention of the Director; compose and independently prepare correspondence, reports and other documents for review and approval.

Responsible for a variety of facilities and equipment needs for the Special Support Services Program, including such tasks as maintaining contact with landlords related to site leasing, making arrangements for deliveries and arranging for equipment and site repairs.

Compose correspondence independently on a variety of matters including those of a confidential nature; compile and type various letters, reports, statistical data, memos, bulletins, lists and other materials; format, edit and proofread written materials for accuracy, completeness, and conformance with applicable rules, regulations and procedural requirements.

Maintain department budgets and assure that accounts are accurate and expenditures are within federal or State requirements; collect and account for fees; initiate purchase requisitions and budget transfers.

Develop and implement office procedures to assure complete and timely operations; create office forms which facilitate work flow.

Schedule various appointments and meetings; arrange meetings and make travel arrangements; maintain and coordinate the Director's calendar; prepare and disseminate calendar of events.

Prepare and oversee the preparation, review, revision and distribution of a variety of complex documents, including desk procedures, master files, statistical and financial reports. Prepare agenda, board items and back-up materials for a variety of meetings; prepare statistical information as needed; attend meetings and take minutes as requested.

Organize and oversee the maintenance of office files; maintain confidential information and records; process and supervise paperwork relating to personnel employment processing and payroll requirements.

Participate in and attend meetings as directed by the Director of Special Support Services; represent department in designated district meetings.

Operate a variety of office equipment including a computer and assigned software, copier and fax machine.

OTHER DUTIES:

Attend and conduct a variety of meetings and in-service trainings as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

District organization, operations, policies and objectives.

Operation, terminology and programs of the Special Education Program.

Modern office practices, procedures and equipment, including computers.

Principles and practices of supervision and training.

Telephone techniques and etiquette.

Statistical and financial record-keeping.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Office management techniques.

Filing systems.

ABILITY TO:

Perform varied, complex administrative tasks and secretarial duties.

Organize, coordinate and oversee office activities.

Compose effective correspondence independently.

Answer telephones and greet the public courteously.

Understand and resolve issues, complaints or problems.

Establish and maintain effective working relationships with the public and others.

Maintain records and prepare reports and memorandums.

Interpret, explain and apply laws, rules, regulations and policies.

Meet schedules and time lines; plan and organize work.

Analyze situations accurately and adopt an effective course of action.

Type or input data at 60 words net per minute from clear copy.

Work confidentially with discretion.

Communicate effectively both orally and in writing.

Assure efficient and timely completion of office and program projects and activities.

Operate a variety of office equipment including a computer and assigned software.

Communicate effectively both orally and in writing.

Train and provide work direction to others.

Work independently with little direction.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level coursework in secretarial science, business or a related field and three years of increasingly responsible secretarial experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Hearing and speaking to exchange information in person and on the telephone.

Sitting for extended periods of time.

Bending at the waist, kneeling or crouching to file materials.

The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224