

Job Summary:

The job of Office Manager – CHOICES is done for the purpose(s) of providing support to the Administrator, CHOICES by performing a variety of specialized and complex operations that support all aspects of programs within CHOICES.

Essential Job Functions:

- Prepares correspondence, reports, and other required documentation to meet the requirements of the various program grants.
- Maintains the program website to ensure all information is accurate and current.
- Coordinates travel, meeting and conference arrangements for the purpose of assisting the administrator and program managers.
- Inputs data into the personnel/absence/seniority computer information system for the purpose of maintaining accurate records.
- Interviews and greets callers and visitors for the purpose of answering questions, furnishing information and referring to the proper sources.
- Maintains/monitors a monthly schedule for tracking regularly recurring reports, reviews, letters, forms, meetings and activities.
- Establishes standards and procedures for clerical staff to maintain accuracy, timeliness, and completeness of records and data collection.
- Maintains records, mailing lists, inventories, and files for the purpose of ensuring that records are updated and available for easy reference.
- Operates a variety of office machines for the purpose of completing assigned work.
- Prepares/composes documents; e.g., reports, schedules, correspondence, flyers, bulletins, calendars, brochures, press packets, paper screening and interview forms, and other county office forms.
- Proofreads documents for the purpose of ensuring accuracy.
- Provides administrative and secretarial support to the program administrator and managers.
- Provides assistance as needed to other departments and the county superintendent for the purpose of meeting the operational needs of TCOE.
- Responds to inquiries from the public, school districts, TCOE staff, and other agencies for the purpose of answering questions and meeting the needs of the requestor.
- Makes arrangements for meetings, agendas, reports, and other materials in English and Spanish.
- Supervises clerical staff to maintain clerical support and quality of staff.
- Maintains records and files.
- Takes/transcribes minutes for the purpose of maintaining accurate records and factual information.
- Performs other duties as assigned for the purpose of completing assigned work.

Skills, Knowledge and/or Abilities:

- Knowledge of:
 - basic understanding of computers and electronic mail systems, networks and modems;
 - Office of Education policies and procedures;
 - modern office methods, practices and procedures;
 - correct English word usage, spelling, grammar and punctuation.
- Skills to:
 - type at a speed of 50 NET wpm from clear copy;
 - use a computer to prepare complex documents and spreadsheets;
 - perform difficult and responsible secretarial and administrative work with skill and accuracy;
 - compose and prepare correspondence, reports and memoranda without supervision or direction.
- Abilities to:
 - use a computer to update and create correspondence, retrieve information, use electronic calendars, store and retrieve documents and other basic word processing and spreadsheet applications;
 - understand the organization and operation of the county office as necessary to assume assigned responsibilities;
 - transcribe (either by machine transcription, shorthand, computer, or by composing a letter from draft form);
 - communicate effectively, orally, and in writing;
 - maintain complete records and files, and compile accurate records;
 - perform secretarial work with speed and accuracy;
 - operate standard office equipment;
 - maintain confidentiality;
 - maintain cooperative relationships with staff and others encountered in the course of work;
 - assist other employees to meet deadlines.

Experience Required:

- At least five years of progressively responsible experience in managerial or administrative systems which includes supervision of staff.

Education/Training Required:

- High School Diploma or equivalent with supplementary training in business.
- Bachelor's degree preferred.

Licenses, Certifications, Bonding, and/or Testing Required:

- Typing certificate verifying 50 NET wpm from clear copy.
- Valid California driver's license and proof of automobile insurance.
- Department of Justice and FBI Fingerprint Clearance.

FLSA Status: Exempt

December 2021

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office. This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco - Free Workplace. This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.