

**OFFICE MANAGER**  
(Albany School District)

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent supports and links activities of the building main office and other components of the school district including: communications among administrative offices and staff, coordination of office support staff functions, budget support, payroll and purchase orders, financial management, staff attendance, monitor sub-calling service, field trip/conference management, reporting, and special projects (i.e. graduation). Responsibilities accumulatively reflect clerical and management functions. Position is essential to ensure main office administrative effectiveness of the school.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Utilizes computer network for automated functions such as communication, budgets and payroll;
- Oversees building or department budget to include balancing and processing;
- Gathers and records data on a daily basis of all staff absences and overtime;
- Creates and reviews bi-weekly payroll reports with the Principal for administrative authorization;
- Directs substitute coverage, manages staff placement;
- Reviews fiscal responsibilities and procedures and distributes receipt books for various school organizations;
- Collects, verifies and transmits revenues of various accounts, provides receipts and makes deposits;
- Organizes field trip submissions to include rationale, transportation, logistics and reporting;
- Completes the Request for Proposals (RFP) process for building or department purchases, monitors submission;
- Acts as lead on building or department initiatives (i.e. graduation or moving up ceremonies);
- Monitors grant funds to include collection of data, reporting and reconciliation;
- Provides oversight to other clerical staff in the department;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of business and accounting;
- Good knowledge of human relations;

- Good knowledge of personal computers and office equipment;
- Organizational skills;
- Time management skills;
- Ability to communicate orally and in written form;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- (A) Graduation from a regionally accredited New York State registered college or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree and at least two (2) years of experience in public education and/or business; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma and at least four (4) years of experience in public education and/or business; **OR**
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Revised: 3/14/96  
5/29/96  
7/31/02  
1/29/20