OFFICE MANAGER  
(Albany School District)

DISTINGUISHING FEATURES OF THE CLASS: The incumbent supports and links activities of high school main office, house offices, high school and other components of the school district including: Communications among administrative offices and staff, coordination of main office support staff functions, examination orders, storage and dissemination, budget support, payroll and purchase orders, student activities fund, school treasurer, staff attendance, monitor sub-calling service, reporting, handbooks, school calendar and graduation preparation. Responsibilities accumulatively reflect clerical and management functions. Position is essential to ensure main office administrative (Principal and Vice Principal) effectiveness of the school. This is a twelve-month position.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Utilizes computer network for automated functions such as communication, budgets and payroll;
- Gathers and records data on a daily basis of all staff absences and overtime;
- Generates attendance and payroll reports;
- Reviews bi-weekly payroll reports with the Principal for administrative authorization;
- Distributes paychecks;
- 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;
- 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.