

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

4/21	AUXILIARY SERVICES OFFICE MANAGER	2.6.7
Effective Date	Job Title	Index

PURPOSE

To improve student achievement through the coordination of activities of the Auxiliary Services Department in order to provide support to the teaching and support professional staff.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisor. Methods of performing tasks are the responsibility of the employee and are to be performed within the established policies or as prescribed by rules and regulations. Work is reviewed only periodically to assure compliance to standards and measured results.

Exercises functional and technical supervision over assigned personnel.

ESSENTIAL FUNCTIONS OF THE JOB - May include, but are not limited to, the following:

Advising and assisting users in understanding department services.

Ordering supplies, maintaining invoices and records for purchases.

Maintaining records that include preparation of revenue and expense reports for Auxiliary Services department.

Coordinating and monitoring department's chargeback processes between Auxiliary Services system(s) and the district's ERP (Enterprise Resource Planning) system, including maintaining daily and monthly billing of completed Auxiliary Services requests. Balancing of transactional information transferring between systems.

Researching, identifying, and resolving discrepancies and or inconsistencies between Auxiliary Services system(s) and the district's ERP system.

Compiling and preparing statistical reports for Administrator(s) that are used in determining levels of staffing, budget information, work planning, and work organization.

Providing clerical and administrative support to Administrator(s) by maintaining records and supporting processes.

Coordinating and reviewing the work of assigned staff; may assist with the performance evaluation process.

Answering questions from and acting as liaison for department Administrator(s) with internal departments and external agencies.

Creating and maintaining confidential records and files.

Maintaining regular and consistent attendance and punctuality.

Performing related duties consistent with job description and assignment.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of bookkeeping.

Principles and practices of public procurement related to area of assignment.

Production scheduling via computer as it relates to the Auxiliary Services customer order/procurement system(s).

Principles and practices of work organization and distribution.

Modern office methods, practices, procedures, computer equipment, and software

Ability to:

Maintain records, files, and statistics in support of department customer order procurement system(s). Interpret and respond to user requests for services.

Perform department accounting work requiring the use of independent judgment.

Interpret and administer District policies and procedures.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Prepare clear, complete, timely, and concise reports and documentation.

Provide excellent customer service.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

Experience:

Work in a variety of related positions of increasing responsibility.

Training:

Equivalent to the completion of the twelfth grade.

Work Environment

Climate controlled office settings and warehousing with exposure to moderately varying noise intensity levels.

Physical Requirements

Frequent reaching, handling, handwork, talking and hearing. Mobility to work in a typical office setting and use office equipment, stamina to remain seated and maintain concentration for an extended period. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Sedentary/Light – Exert force to 40 lbs. occasionally or a negligible amount of force frequently to lift, carry, push, pull or move objects.

Salem-Keizer School District is an equal opportunity employer.