

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	School Office Manager III	CLASSIFICATION:	Classified Non-Management (SEIU/Office-Technical)
SERIES:	School Office Manager	FLSA:	Non-Exempt
JOB CLASS CODE:	1520	WORK YEAR:	11 to 12 Months
DEPARTMENT:	High School or Adult School	SALARY:	Range 45 Salary Schedule C
REPORTS TO:			

Operate a computer and related software to input, output, update, and access a variety of records and information;

Understand and interpret rules and written direction and apply these to specific situations.
Compose correspondence independently.
Perform duties effectively with many demands on time and constant interruptions.
Take notes or minutes and transcribe accurately.
Operate a computer, related software, and standard office equipment.
Train and provide work direction to others.
Maintain records and prepare reports.
Work confidentially and with discretion.
Perform computational tasks with speed and accuracy.
Conduct school-related research utilizing the Internet.
Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
Communicate effectively, both orally and in writing.
Understand and follow oral and written directions.
Lift light objects according to safety regulations.
Work independently with little direction, and plan and organize work to meet schedules and timelines.
Establish and maintain effective working relationships with others.
Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:**SAMPLE ENVIRONMENT:**

School office environment; constant interruptions; excessive intermittent noise.

SAMPLE PHYSICAL ABILITIES:

Sit or stand for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; reach overhead, above the shoulders, and horizontally; bend at the waist or crouch to retrieve files from cabinets and shelves; hear and speak to exchange information in person or on the telephone; see to read various documents related to assigned activities and view a computer monitor; lift light objects.

SAMPLE HAZARDS:

Occasional contact with dissatisfied or abusive individuals.