

TITLE: PERSONNEL OFFICE MANAGER

QUALIFICATIONS:

1. Knowledge and experience in organization and supervision of personnel office operations and functions
2. College course work in business management or related area desirable
3. Knowledge and experience in interpreting and applying California Education Code, state and federal laws and regulations, and District policies and procedures related to school district personnel administration
4. Knowledge and experience in compliance with and application of variety of classified and certificated collective bargaining agreements
5. Ability to work effectively with all levels of staff and public and to respond appropriately in situations requiring specialized knowledge, tact and good judgment; ability to maintain security of sensitive, confidential and privileged information
6. Knowledge of modern office practices and procedures; ability to operate common office equipment including computers and related equipment and software; training and experience in website design and maintenance
7. Ability to plan, conduct and supervise complex clerical operations requiring effective accountability and controls
8. Ability to organize, prepare and supervise preparation of variety of reports, letters, surveys, schedules and other documents; experience in preparation of legal documents of professional quality; ability to make accurate computations and prepare statistical documentation
9. Valid California driver's license and personal automobile for use in District business
10. Must pass required tests

REPORTS TO: Administrator as assigned

SUPERVISES: Staff as assigned

JOB GOAL: To assist department administrators in meeting objectives by assisting in supervision of department operations and providing variety of support services related to personnel services functions

PERFORMANCE RESPONSIBILITIES:

1. Oversees day-to-day clerical support operations of department; supervises and evaluates classified staff as assigned; assigns, delegates and prioritizes work; trains staff in variety of office skills and procedures; monitors accuracy, completeness and timeliness of department work activities and recommends necessary changes
2. Conducts transactions with staff and public; answers inquiries and provides information of specialized and/or confidential nature requiring use of discretion and independent judgment in interpreting and explaining laws, rules, regulations and procedures related to department functions
3. Provides technical support and assistance to department administrators; assists in scheduling, gathering information, preparing documents, taking notes and other necessary preparations for hearings, negotiations, evaluations and other meetings of highly confidential nature; receives and processes personnel requisitions and maintains related records
4. Prepares variety of legal documents of professional quality including but not limited to contracts, resolutions, notices, letters and responses to court documents
5. Prepares publication-ready documents including composing, proofing and editing text, graphics and images
6. Develops systems to ensure accountability and controls; develops and maintains system of files and records; maintains department payroll/time records

7. Performs variety of duties related to planning and scheduling of recruitment activities; coordinates staff activities for annual job fair
8. Maintains general responsibility for department website; makes design and content changes as needed; trains staff as necessary
9. Identifies, locates, retrieves, tracks, synthesizes and manages information to provide variety of reports and documents as required
10. Prepares and monitors department budgets
11. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year according to current schedule; supervisory salary schedule, class 23

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable.