

Santa Clarita Valley School Food Services Agency

Position Description

Position: Office Manager	Position Number:
Department/Site: Office	FLSA: non-exempt
Reports to/Evaluated by: Chief Executive Officer or designee	Salary Grade: 220 (12-month year)

Summary

Under the direction of the Chief Executive Officer (CEO) or designee, performs a variety of technical and complex administrative/secretarial and clerical duties in support of Agency administrators and governing Board proceedings. Coordinates and performs administrative projects such as published materials and events involving the Board. Coordinates work flow and support activities that support preparation for Board proceedings.

Distinguishing Career Features

The Office Manager provides administrative and secretarial support. It is a specialized position that is designed to provide support to the Agency's administrators and governing Board.

Essential Duties and Responsibilities

- Serves as receptionist. Greets visitors, staff, students, and the general public in person or over the telephone, ascertains nature of business and provides a variety of routine information. Answers incoming phone lines and routes calls to extensions. Takes and delivers messages to appropriate staff members.
- Responds to inquiries and conveys technical and/or other information about programs and services provided by the Agency.
- Provides clerical and routine office support duties.
- Maintains records and files as assigned.
- May assemble source documents for accounts payable, perform computations for areas such as general accounting and compile data for reports.
- Assists with setup of meetings, workshops, and other events, including assembling files and materials. Orders and coordinates arrangement of refreshments.
- Maintains office supply inventory and order supplies as needed. Disperse supply items to departments and school sites as needed.
- Operate and maintains photocopier, printer, computer, postage meter, and other office equipment.
- Provides clerical/secretarial support for Agency administrators.
- Composes correspondence, forms, and newsletters.
- Receive, sort, route and respond to mail as appropriate.
- Assists in the preparation of annual Central Kitchen/Agency work calendar.

- May receive and process private student information connected with meal programs. Maintains security and confidentiality of information processed or received during the course of performing assigned duties.
- Drafts Board agenda, collect exhibits, finalize and distribute board packets to members and others on established list. Prepares, reviews, and edits the meeting agendas, including but not limited to minutes from prior meetings, recollections, transcripts, and action items.
- Attend meetings of the Board, greet visitors and take minutes of board action and discussion. Transcribe and compose minutes.
- Coordinate and process Annual Statements of Economic Interest and other required contracts and documents for the Board, Consultants and Administrators.
- Assist in resolving concerns of parents and community members; schedule appointments and maintain appointment calendar; arrange group meetings and transmit confidential or controversial information as appropriate.
- Schedules appointments and arranges meetings and interviews as directed. Prepares schedules and informs participants, confirming dates and times. Provides support to prepare and duplicate materials for meetings and interviews.
- Serves as custodian of official records and archives of prior Board proceedings.
- Receive, handles and stores private and/or sensitive information pertaining to Agency administrators or Board matters, assuring confidentiality.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ **Knowledge and Skills**

The position requires in-depth knowledge of the practices, policies, procedures, and routines of non-profit organizations, relating to the requirements of policy and advisory board proceedings relating to serving educational districts. Requires working knowledge of the legal requirements and procedures used in retention of public records, including archiving, storage, public access, and destruction. Requires an advanced knowledge of personal computer based software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, web page editing, and data entry onto custom databases. Requires well-developed knowledge of proper English usage, grammar, spelling, and punctuation to prepare professional correspondence. Requires well-developed human relations skill to work cooperatively with diverse teams, work to others inside and outside the department, and exercise patience when dealing with internal and external customers. Requires customer and public relations courtesies, techniques and telephone etiquette.

▪ **Abilities**

Requires the ability to sequence, and integrate the processes supporting Board proceedings. Requires the ability to understand, interpret, explain and apply laws, codes, and regulations applicable to public meetings. Requires the ability to organize, interpret, and explain records management, retention and access policies and requirements to officials, managers and the public. Requires the ability to prepare spreadsheets, graphs, and charts. Requires the ability to enter, import, and export data to and from computer files and databases. Requires the ability to organize and prioritize work in order to meet schedules and timelines. Requires the ability to work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey

a positive image of the Agency. Requires the ability to maintain productive work relationships with Board members and administrators.

▪ **Physical Abilities**

The position incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature. Requires ambulatory ability to sit for extended periods of time, to utilize microcomputers and peripheral equipment, accomplish other desktop work, and to move to various District locations. Requires the ability to use near vision to read printed materials. Requires auditory ability to carry on conversations in person and over the phone. Requires the ability to retrieve work materials from overhead, waist, and ground level files. Requires manual and finger dexterity to write, use a pointing device and keyboard at an advanced rate, operate microcomputer, and to operate other standardized office equipment, almost constantly requiring repetitive motions. Requires the ability to work evenings and weekends.

▪ **Education and Experience**

The position typically requires knowledge equivalent to that of a high school diploma plus college-level business coursework and three years of progressive clerical/secretarial experience. Additional education may substitute for some experience. *Completion of an Associate of Arts degree or certificate in business administration is desirable.*

▪ **Licenses and Certificates**

Requires a valid driver's license.

▪ **Working Conditions**

Work is performed indoors where minimal safety considerations exist.