

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: Office Manager

JOB CODE: 4547

DEPARTMENT: As Assigned

PAY GRADE: 24 (UO)

DATE: 01/29/01

BASIC OBJECTIVES

This is responsible supervisory and limited administrative work managing a large centralized clerical and administrative support work unit in a major M-DCPS department. The work involves planning, assigning and coordinating the activities of a large staff engaged secretarial, clerical, information and documents processing, word processing, duplication and copying, and other general support services. The work is usually performed in a M-DCPS department which is responsible for providing District-wide services (i.e., Procurement, Personnel, Payroll, Accounting, Maintenance, Transportation) to other organizational units.

JOB TASKS/RESPONSIBILITIES

1. Plans, coordinates and supervises the work of subordinates performing varied general and specialized clerical work such as: office and data processing equipment operation, records maintenance and management, and documents processing and information dissemination.
2. Assists administrative or managerial personnel in operational planning, developing and implementing work processes and procedures; designs and develops operating forms and documents.
3. Assists administrative or professional staff providing technical advice or assistance to address matters pertaining to internal coordination, work flow, processes and procedures, or task/project completion in with timetables or deadlines.
4. Determines office or data processing equipment requirements, consulting with appropriate M-DCPS personnel to develop specifications or standards.
5. Requisitions and interviews job applicants and makes recommendations to supervisor; may prepare bi-weekly payroll and initiate departmental personnel action requests.

6. Monitors developments and trends in office management and office equipment automation and makes recommendations regarding methods and means of achieving more effective and efficient operations.
7. Performs related work as required or as assigned.

PHYSICAL REQUIREMENTS

This is work which requires the following physical activities: bending, stooping, twisting, reaching, sitting, standing, walking, lifting, finger dexterity, grasping, feeling, repetitive motions, talking, hearing and visual acuity. The work is performed indoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Graduation from high school or an equivalent recognized certificate.
2. Completion of college-level coursework in business or public administration, management, or related field.
3. Considerable advanced clerical or administrative support experience including some experience involving employee supervision.
4. A thorough knowledge of the role, organization, and management of administrative support units in large public organizations.
5. Any equivalent combination of acceptable training and experience.
6. Must demonstrate competency by passing the appropriate clerical examination.

Prior revision date(s): 09/12/83, 03/25/94