

# MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

## OFFICE SUPERVISOR

### DEFINITION

Under the direction of the principal the Office Supervisor manages and supervises the classified support staff and is responsible for the efficient operation of the office. Supervises, initiates, plans, organizes and delegates office activities and work flow for clerical staff. Carries out District-approved policies and procedures related to employee training and supervision. Serves as an authoritative resource for staff.

### CLASS CHARACTERISTICS

Positions in this class supervise clerical staff at the high school. Incumbents are required to hire, train, assign, evaluate and write performance evaluations for staff. Incumbents have excellent knowledge of district programs, policies and procedures. Incumbents are expected to use initiative and independent judgment to prepare work and supervise work flow of clerical staff.

### EXAMPLES OF DUTIES\*

- Oversee and supervise all office operations. Assign, schedule, monitor, train, correct and supervise the work of clerical staff. E
- Work with Principal in the hiring and placement of clerical employees. E
- Evaluate, conduct and write performance evaluations. Develop training plan to improve skills. E
- Perform related personnel duties as required.
- Organize and manage the Principal's office; anticipate and plan for contingencies and/or problems. E
- Act as liaison between the Principal and faculty, staff, parents, students and community members. E
- Compose and independently prepare correspondence. Organize and compile reports which require use of independent judgment. E
- Oversee production of Principal's Newsletter; i.e., organize, compile, edit, compose, design/layout. E
- Understand and explain to staff, students and parents the district's/high school's policies, programs, procedures and board directives. E
- Process administrative details. E
- Maintain the confidentiality of sensitive and privileged information. E

- Monitor established emergency preparedness procedures during drills and emergency situations; maintain emergency preparedness records. E
- Operate a variety of office machines and equipment. E
- Oversee inventory and ordering of office supplies. E

**\*Task statements coded with the letter “E” are essential elements of positions in this class pursuant to the Americans with Disabilities Act, 1990.**

## **TRAINING AND EXPERIENCE**

Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above and the ability to perform the duties of the position. A typical qualifying entrance background is responsible administrative secretarial experience involving extensive use of office automation at an advanced level and the independent performance of routine administrative staff work. Completion of a Bachelor of Arts degree or certificate in business administration, secretarial science, or a field related to the duties of the position and experience in a school setting are preferred.

## **QUALIFICATIONS**

### **Knowledge of:**

School District organization, operations, policies and objectives;  
Applicable sections of the State Education Codes and other applicable laws;  
Principles of employee training and supervision;  
Modern office practices, procedures and equipment;  
Telephone techniques and etiquette;  
Record keeping techniques;  
Budget administration;  
Correct English usage, grammar, spelling, punctuation and vocabulary at an advanced level;  
Public and customer relations principles and practices;  
Business mathematics;  
Computer remote terminal and microcomputer operations.

## **QUALIFICATIONS (continued)**

### **Ability to:**

- Maintain and enforce District work standards;
- Train and supervise clerical staff;
- Evaluate performances of clerical staff;
- Prepare and conduct performance evaluations;
- Plan and organize the flow of work in an administrative office;
- Hire, train, schedule and furnish work direction to clerical staff;
- Work independently;
- Keyboard at 60 words per minute net from clear copy;
- Compose independently letter, memos, bulletins, or other material;
- Operate CRT, microcomputer and ancillary equipment in the application of a variety of software packages;
- Read and follow rules, regulations, policies and procedures;
- Operate various office machines such as electronic typewriter, adding machine, calculator and copy machines;
- Maintain records and prepare reports;
- Maintain a variety of filing systems;
- Make arithmetic calculations with speed and accuracy;
- Plan and organize work to meet schedules and time lines;
- Work confidentially;
- Communicate effectively both orally and in writing;
- Complete work with many interruptions;
- Understand, explain and carry out oral and written instructions;
- Establish and maintain an effective working relationship with those contacted in the course of work.

**PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT**

The Physical Abilities and Other Conditions of Continued Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Employment and Associated Tasks which may be required of positions in this class. Manhattan Beach Unified School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.

<b>PHYSICAL DEMANDS</b>	<b>ASSOCIATED TASKS</b>
<p><b>Vision:</b> (which may be corrected) Read small print</p> <p>View a computer screen for prolonged periods</p>	<p><b>To perform tasks such as to:</b> Read and prepare correspondence and reports</p> <p>Perform data entry and compose correspondence</p>
<p><b>Hearing:</b> (which may be corrected) Understand speech over a telephone</p> <p>Understand speech during public meetings</p>	<p><b>To perform tasks such as to:</b> Answer telephones, take messages and schedule meetings</p> <p>Take minutes and attend in-service meetings</p>
<p><b>Speech:</b> Speak with a level of proficiency and volume to be understood over a telephone</p>	<p><b>To supervise and perform tasks such as to:</b> Answer telephones, take messages and schedule meetings</p> <p>Communicate with staff, sites, public and vendors</p>
<p><b>Upper Body Mobility:</b> Use hands and fingers to feel, grasp and manipulate small objects, manipulate fingers, twist and bend hands at wrist and elbow</p> <p>Extend arms to reach outward and upward</p> <p>Use hands and arms to lift objects</p> <p>Turn, raise and lower head</p>	<p><b>To supervise and perform tasks such as to:</b> Perform data entry; take shorthand</p> <p>Reach for reference materials</p> <p>File and retrieve records</p> <p>Look from computer screen to desk top</p>
<p><b>Lower Body Mobility:</b> Sit for prolonged periods of 2 hours</p>	<p><b>To supervise and perform tasks such as to:</b> Compose correspondence and perform data entry; take minutes of meetings</p>
<p><b>Strength:</b> To lift, push, pull and/or carry objects which weigh as much as 15 pounds on a frequent basis and 25 pounds on an occasional basis</p>	<p><b>To supervise and perform tasks such as to:</b> Pick up reference books, binders and reports; carry materials to meeting centers and set-up for meetings</p>

PHYSICAL DEMANDS	ASSOCIATED TASKS
<p><b>Environmental Requirements:</b> Constant work interruptions</p> <p>Work independently</p> <p>Work cooperatively with others</p> <p>Work inside</p>	<p><b>To supervise and perform tasks such as to:</b> Respond to telephone calls and answer questions from vendors, staff and public</p> <p>Perform all duties with limited supervision</p> <p>Coordinate meetings and resolve problems</p> <p>Perform all duties in an office setting</p>
<p><b>Mental Requirements:</b> Read, write, understand and apply moderately complex information</p> <p>Math skills at a high school level</p> <p>Comparing</p> <p>Compiling</p> <p>Coordinating</p> <p>Judgment</p> <p>Learn quickly and follow written/verbal procedures and standards</p> <p>Decision-making</p> <p>Place information in order of importance</p> <p>Listen</p> <p>Demonstrate</p> <p>Write/compose at a moderately advanced level</p>	<p><b>To supervise and perform tasks such as to:</b> Prepare Board reports and correspondence</p> <p>Prepare budget and expense reports; maintain time and absence records</p> <p>Review reports for accuracy</p> <p>Gather data and prepare reports</p> <p>Schedule meetings, reserve facilities and schedule transportation</p> <p>Maintain confidentiality of privileged information</p> <p>Perform all duties without constant monitoring</p> <p>Prepare itinerary and keep master calendar</p> <p>Accomplish duties in a timely and organized manner</p> <p>Understand concerns of staff, public and vendors</p> <p>Explain office procedures</p> <p>Compose reports and correspondence</p>

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