

## EARLY EDUCATION CENTER OFFICE MANAGER

### DEFINITION

Performs and is responsible for all the clerical activities of an Early Education Center.

### TYPICAL DUTIES

Maintains financial records related to fee computation and family billing and collects fees, distributes receipts, posts to records, balances family accounts, and prepares and makes bank deposits.

Sets up and maintains records, checks or completes forms, makes calculations, and prepares regular and special reports on such matters as attendance, eligibility, personnel organization, budgeting, accidents, special programs, time reporting, and requisitions and purchase orders for supplies and equipment.

Arranges appointments for an Early Education Center site administrator, maintains an appointment calendar, receives visitors, screens telephone calls and mail, and composes communications from general instructions or rough notes.

Answers or refers inquiries, contacts administrative offices and public service agencies, explains District and Division policies, and coordinates and provides approved information to parents, students, center personnel, and the public over the telephone and in person.

Advises and questions parents regarding children's eligibility, attendance, and schedules and reviews enrollment applications for completeness and accuracy.

Processes applications for subsidized service programs by contacting employers and verifying that parents' employment, income, and needs, meet state and district policies regarding eligibility.

Reviews communications, bulletins, and reports and obtains information from other sources as requested by the site administrator to prepare and provide information for center personnel, parents, children, and others.

Organizes and maintains files, records, guides, and rule books.

Prepares, proofreads, and distributes class schedules and other materials.

Develops methods and forms to collect data for office use.

Secures substitutes for Early Education Center positions.

Asks available teachers to cover classes during absences of regular or substitute teachers and maintains related records.

Orients new and substitute teachers, volunteers, and aides in center and office policies and procedures and distributes materials, such as bulletins and programs, and issues keys.

Provides minor first aid and arranges for care and transport of ill or injured children.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Early Education Center Office Manager performs and is responsible for the clerical activities of an Early Education Center, acts as secretary to the site administrator, prepares financial and personnel reports, and has extensive contact with parents and guardians regarding confidential information.

A School Administrative Assistant has overall clerical responsibility for the clerical activities and personnel of an elementary, secondary, or adult school.

A Secretary provides secretarial services for one or more supervisors, usually is responsible for the clerical work of an office, and may exercise supervision over a small clerical staff.

## SUPERVISION

General supervision is received from an Early Education Center Principal. Work direction may be exercised over lower-level clerical personnel and student workers.

## CLASS QUALIFICATIONS

### Knowledge of:

- Office procedures, practices and equipment-
- Microsoft Word and Excel
- Correct spelling, punctuation, and grammatical usage
- District records and procedures related to reporting employee working time and ordering supplies and equipment
- Bookkeeping methods and procedures
- State laws, Personnel Commission Rules, bargaining unit agreements, and District regulations pertaining to Early Education Center operations

### Ability to:

- Deal tactfully with employees and the public in sensitive situations
- Operate a variety of office machines
- Make arithmetic computations
- Compile and check data for reports
- Compose written communications
- Demonstrate initiative and good judgment
- Interpret, explain, and apply regulations and policies
- Obtain and impart information accurately
- Work in the vicinity of small children
- Effectively work under pressure with frequent interruptions
- Keep information confidential

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by courses in office management, business English, business arithmetic, and human relations.

### Experience:

Two years of experience in office clerical work that included using a computer keyboard and record keeping.

### Special:

A valid California Driver License and use of an automobile may be required for some positions.  
A first-aid certificate issued by the Red Cross is desirable.  
Appointment to positions in this classification is subject to fingerprinting, a review of conviction record, and a background investigation.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill and/or abilities. Management retains the discretion to add or to change typical duties of the position at any time.

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