

# HAZLETON AREA SCHOOL DISTRICT

## Position Description

**POSITION TITLE:** Office Manager (2<sup>nd</sup> Floor)

**DATE:** March 27, 2025

**DEPARTMENT:** Business Office

**REPORTS TO:** Board Secretary / Business Manager

**LOCATION:** Administration Building

**POSITION GOAL:**

Provide administrative and clerical support to the Board Secretary / Business Manager.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

1. Understand the behavior and needs of employees to best motivate them and provide an efficient and focused work environment.
2. Make sure needed supplies are provided and that office equipment is in working order to maintain efficiency, effectiveness, and productivity
3. Assist in preparation of 2<sup>nd</sup> floor Administration office employee evaluations and job descriptions. Confirm all employees have been evaluated on an annual basis.
4. Provide administrative and clerical support to the Board Secretary / Business Manager including, but not limited to, distribution, filing and maintenance of office correspondence and records.
5. Manage Financial Interest / Ethics forms for School Board Candidates.
6. Cross-train to be able to perform the duties of the Financial Software System and fill-in to that position as necessary/needed.
7. Supervise the Purchasing / Bidding Associate and Accounts Payable Associate.
8. Manage and maintain sensitive and confidential information, ensuring it is handled securely and in compliance with the organization's policies and procedures.
9. Assist in managing all business and fiscal contracts/agreements as directed by the Board Secretary / Business Manager and approved by the School Board.
10. Manage Finance committee meeting agendas along with uploading all supporting documentation to Board Docs and maintain Finance committee agenda minutes.
11. Manage the preparation for School Board meetings, including notices of meeting, preparation of documents, review of invoice listing, and preparation of certain agenda items. Prepare Official electronic version of the School Board Minute Book.
12. Organize and maintain the Business Office Organizational Chart.
13. Perform word processing and clerical functions, including opening, sorting and processing incoming mail, scheduling of conferences, scheduling of conference room.
14. Maintain legal documents, contracts, grievances, and historical files to ensure efficient information retrieval.
15. Assist in district insurance records and track claims; assure that insurance certificates are on file for all activities. Submit insurance claims and keep files for all liability/accident insurance claims.
16. Assist in the overall operation of the Business Office, including answering the telephones, scheduling appointments, greeting visitors, and responding to requests for assistance.

17. Manage all bonds required for Business Office employees.
18. Maintain supplies, change toner and make service calls for service on printers, copiers, multi-service machine, time-stamp machine, shredder, etc.
19. Correspond with District Solicitor, Labor Attorney, Architect and Construction Management Company as directed by the Board Secretary / Business Manager.
20. Manages district cell phones, including tracking of cell phone device purchases and charges.
21. Performs all duties as Assistant Board Secretary as set forth in the Public School Code of 1949.
22. Regular attendance is an essential function of this position.
23. Maintain a procedures manual for this position, reviewing annually and submit revisions to supervisor at time of evaluation.
24. This position description does not express or imply that these are the only duties to be performed by the incumbent in this position. The employee will be required to perform any other position-related duties request by the Board Secretary / Business Manager.

#### **QUALIFICATIONS:**

To successfully perform this position, a person must be able to perform each essential duty satisfactorily. The qualification requirements listed below represent minimum levels of educational achievement, training, skill and/or ability necessary.

1. High school diploma, accounting degree or related equivalent experience preferred.
2. General knowledge of purchasing, accounts payable and bookkeeping procedures required.
3. Strong clerical skills, including organizational skills, with the ability to meet deadlines and maintain confidentiality.
4. Ability to communicate clearly and concisely, both orally and in writing.
5. Proficient computer skills including word processing, spreadsheets, database applications, internet navigation and email.
6. Current Act 24 (82), Act 34, Act 114, Act 151, Act 168 clearances and pre-employment drug testing and physical with TB test required.
7. While performing this job, the employee is required to:
  - a. Use hands to finger, handle, or feel objects, tools or controls and talk or hear;
  - b. Sit and occasionally be required to stand, walk, stoop, kneel and crouch;
  - c. Have specific vision abilities to include close vision and the ability to adjust focus;
  - d. Subject to inside office environmental conditions with moderate noise level;
  - e. Have the ability to lift and/or move up to 25 pounds; and
  - f. Possess effective communication, judgment, mathematical, planning and human relations skills, and to meet deadlines with severe time constraints.

#### **TERMS OF EMPLOYMENT:**

1. 12 months per year; 8 hours per day.
2. Salary and benefits according to the agreement between the Board of School Directors and the Agreement for Employment of the Administration Office Manager (2<sup>nd</sup> Floor) dated May 22, 2024 and H.A.E.A. and/or the H.A.A.S.A. benefit packages.

#### **VERIFICATION:**

The undersigned have read and concur with the information contained in this position description.

Position Holder \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Approved: \_\_\_\_\_ Date \_\_\_\_\_

The Hazleton Area School District is an equal  
opportunity employment, educational and service organization.