



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Office Manager Support Services
(Custodial and Delivery Services)** FLSA Status: **Non-Exempt**
 Job Family: **Administrative Support Services** Pay Range: **SS43H**
 Prepared/Revised Date: **August 10, 2023** Job Code: **50601**

SUMMARY: Responsible for the efficient management of administrative and financial duties for Custodial and Delivery Services departments, which includes over 275 employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Perform financial duties including budget planning and assist in creating departmental budgets. Research, create, run, and maintain financial and other reports. Monitor and maintain inventory of uniforms and custodial supplies. Prepare, reconcile, and monitor department operating, capital, and bond budgets. Issue restricted checks and reconcile and allocate purchasing card expenses.	D	20%
2. Manage Human Resources and Payroll paperwork. Track staffing rosters and FTE allocations. Coordinate and/or assist with the interviewing, hiring, and training process, and maintain a database of personnel data and files, maintaining a high degree of confidentiality.	D	20%
3. Assist with the management of capital- and bond-funded projects, including processing purchase orders and warehouse orders, compiling vendor information, and initiating vendor setup. Enter purchase requests and organize all backup documentation for submission. Receive ordered items in BusinessPlus. Process invoices for payment.	D	15%
4. Oversee the District's time clock system for department staff; approve timecards, enter leave time and attendance, and monitor overtime. Arrange daily assignments for substitute custodial staff.	D	15%
5. Process, route and submit work orders for Custodial needs using District work order system. Coordinate District-contracted waste removal needs and problem solve solutions. Issue and maintain key distribution for custodial staff according to District policies and guidelines	D	10%
6. Serve as a resource for over 275 department staff members, including department manager, supervisors, warehouse, and school-based staff. Schedule appointments, meetings, and meeting rooms. May handle sensitive and confidential information, articles, and presentations. Initiate, compose, and edit correspondence, departmental publications and newsletters. Take and transcribe meeting minutes.	D	5%
7. Attend work and arrive in a timely manner.	D	1%
8. Serve on the Custodial Leadership Team and attend departmental staff and committee meetings. Participate as a member of the building crisis team and the District's Crisis Response Team.	W	10%



9. Respond as District essential personnel as required.	Ongoing	1%
10. Perform other duties as assigned.	Ongoing	3%
	TOTAL=	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma, plus post-secondary courses in business administration, office management or equivalent to up to one year of college
- Five years of progressive experience in clerical, secretarial or bookkeeping experience required. Office management experience preferred.
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Successful completion of First Aid and CPR/AED
- Criminal background check required for hire

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Customer service and public relations skills
- Critical thinking and problem-solving skills
- Bilingual oral and written communication skills preferred
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines, and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Publisher, Outlook, SharePoint, Visio and/or other department software packages, including work order management software systems
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, printer, scanner, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	



PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feed			X	
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze			X	
Communicate				X
Copy		X		
Coordinate				X
Instruct			X	
Compute			X	
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile			X	
Negotiate				X

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals		X		
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	