Florida Agricultural and Mechanical University  

UNIVERSITY SUPPORT PERSONNEL SYSTEM  

POSITION DESCRIPTION

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<th>1. Division:</th>
<th>2. Transaction Type:</th>
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<tr>
<th>4. School/College/Department</th>
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<tbody>
<tr>
<td>Ed Research Center for Child Dev</td>
<td>604480</td>
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<td>PRES</td>
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<td>Leon</td>
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<td>Office Manager</td>
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16A. Essential Functions of the Job

This position will assist the Director, Assistant Director, Teachers and Staff in administrative duties and assume major responsibility for office management and operations.

- **10%** Register families and accurately calculate fees, based on enrollment status. Verify enrollment status of families by requesting documentation of class schedule, tax forms and by referring to employment status specified on enrollment forms.
- **10%** Answer phones and record and deliver messages.
- **5%** Ensure that all children’s files are up to date and immunization and health records are current.
- **5%** Maintain fee payment records; prepare and distribute receipts
- **5%** Prepare financial reports for the Director, Families, Administration and other agencies as deemed necessary by the Director.
- **10%** Prepare monthly attendance records for state agencies.
- **5%** Attend regular staff meetings record minutes and prepare for distribution.
- **3%** Monitor and up-date sign in/sign out sheets.
- **5%** Insure that office files, supplies, equipment, furniture and space are orderly, clean and well organized for easy access.
- **5%** Develop an office procedural manual and update annually.
- **5%** Serve as liaison for the Director to teachers, families, administrators, faculty, students and general public.
- **5%** Distribute mail and other correspondence.
- **5%** Troubleshoot computer problems.
- **5%** Monitor and maintain sufficient office supplies and equipment for consistent and sustained operations.
- **3%** Design and prepare special programs for annual events.
- **2%** Design and distribute special flyers as needed or as specified by the Director.
- **3%** Notify parents when accounts are five days past due, and post the late payment fee to the account immediately.
- **2%** Prepare and distribute written notice of “intent to dismiss” when accounts are 10 days past due.
- **5%** Attend professional development workshops, training, seminars and classes.
- **2%** Perform other duties as deemed necessary by the Director.

16B. Marginal Functions of the Job

- Prepare and maintain a master parent information roster. Share joint housekeeping responsibilities with other staff. Prepare all forms for distribution annually

16C. Program Direction and Development

- Assist the Director in formulating and recommending operational policies and procedures.
- Participate in staff meetings, and make recommendations for program direction, enhancement and improvement.
- Provide program assessment and evaluation information based on accreditation standards.

16D. Level of Public Contact (statement of internal and external business contact, including frequency and scope) –

- Have sustained contact with Students, Parents, Visitors, Administrators, and/or University Departments and Colleges.

17. POLICY MAKING INTERPRETATION: What statute establishes or defines the work performed?

- In consultation with the Director and Center Director he/she will recommend new and/or revised policies & practices that will enhance overall efficiency and effectiveness of the New Beginnings Educational Research Center for Child Development.

18. SUPERVISOR’S POSITION: Number: 20068 Class Code: 9329 Class Title: Director, Research Programs / Services
19. **SUBORDINATE UNITS**: (State organizational units under your direct supervision. Include class titles and position numbers of positions directly supervised.)
   
   Supervise college work-study students, practicum students and community service volunteers.

19A. **Type and extent of instructions or directions normally given to the incumbent of this position by the immediate supervisor.**
   
   Meets regularly with the program Director to communicate program needs, concerns and/or to obtain assistance in accomplishing assigned responsibilities.

20. **MONETARY RESPONSIBILITY**: Current budget for which this position is accountable. Include statement of responsibility for funds, amount and consequence of error.
   
   Accounts Receivables. The Office manager will be responsible for collecting tuition payments and posting to parents’ general ledger in accordance with Legislative Statue 641. Chapter 2002.387 (1011.48).

21. **STATEMENT OF RESPONSIBILITY FOR CONFIDENTIAL DATA** (The disclosure of which would be prejudicial to the successful operation of the University.)
   
   Will have access to confidential data regarding, parents and children subject to numerous institutional, state, and federal statute, rule, and policies. Will exercise appropriate caution in use of information. In addition, will provide guidance and leadership to subordinate staff regarding the importance of maintaining confidentiality agreement.

22. **KNOWLEDGE/SKILLS/ABILITIES:**
   
   Knowledge of professional office decorum, public relations and customer service. Ability to use creative thinking to problem solve. Ability to organize and manage multiple tasks or projects simultaneously. Excellent time-management and organizational skills. Ability to communicate effectively with parents, staff, university personnel and students. Ability to self-supervise and demonstrate initiative. Fluent computer skills to effectively conduct electronically based business, communication, record keeping, accounts receivables, databases, and to create esthetically pleasing flyers and public notices. Ability to work as a team player.

22A. **Education/Training/Experience** - In order of importance, state any specific education, training and experience and knowledge, skills and abilities required for this position. Note that these requirements must be related to the essential functions and at least equal to the minimum qualifications stated on the official class specification.

   **Specialized Minimum Qualifications** A high - school diploma and five years of appropriate work related experience. Appropriate vocational/technical training may substitute for the high school diploma. Required 55 hours of DCF training. CPR and First Aide certification.

   **Preferred Qualifications** Bachelor’s Bachelor’s Degree in Office Administration, 55 hours of required DCF training, CPR and First Aide certification and a minimum of 3 years work related experience.

Working Hours: a) Daily from 8 to 5 b) Total hours per week 40 c) Explain any variations in workweek, split shifts, on-call status or rotations.

   May be required to accommodate children and parents.

23. **REQUIRED LICENSES/CERTIFICATIONS/OTHER SPECIFIC REQUIREMENTS OF LAW:**

   X This position requires a background check and/or fingerprinting. Florida Statutes.

   X This position requires a childcare provider security check as required under Sections 402.305 and 402.3055, Florida Statutes.

   X This position is responsible for meeting the requirements of Section 215.422, Florida Statutes, as amended regarding the approval and/or processing of vendors’ invoices and/or distribution of warrants to vendors.

   X This position requires a local criminal records check.

   X This position requires a notarized affidavit of Good Moral Character.

   X This position requires a signed child abuse and neglect statement.
ATTACH ADDITIONAL SHEETS, IF NECESSARY, TO PROPERLY DESCRIBE THE POSITION.

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<th>Position</th>
<th>Signature</th>
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<tbody>
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<td>Incumbent</td>
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