



RANDOLPH TOWNSHIP SCHOOLS
25 SCHOOL HOUSE ROAD, RANDOLPH, NJ 07869

JOB DESCRIPTION

TITLE: Operations Manager **REPORTS TO:** Business Administrator

- QUALIFICATIONS:**
- A high school diploma.
 - A minimum of five years experience in general office work.
 - Excellent interpersonal skills in dealing with the public
 - Proficient computer skills as required for the job.
 - Good written and oral communication skills.

GENERAL DESCRIPTION:

The operations manager shall have experience working in a confidential setting, excellent communication skills and highly proficient technical skills. Maintenance of data bases, spreadsheets, and electronic files is an integral part of the job as well as dissemination of communications via email and written correspondence.

RESPONSIBILITIES MAY INCLUDE, BUT ARE NOT LIMITED TO:

- A. Maintains current records and files in the form and manner prescribed.
- B. Prepares reports in a timely manner and in the form described.
- C. Prepares correspondence, memos, and reports as required in an effective manner.
- D. Designs and creates original materials.
- E. Promotes positive public relations through all phases of communication.
- F. Maintains account records and prepare purchase orders. Assist in budget preparation and maintain accurate backup.
- G. Assists central administration with staff correspondence, meetings, event planning, travel arrangements, etc.
- H. Oversees team and office management through delegating and directing the work of others.
- I. Multitasks with staff, students, and the public.
- J. Maintains confidentiality.
- K. Performs such other tasks and assume such other responsibilities as assigned by the Business Administrator.

WORK YEAR: Twelve-month position

DATE APPROVED:

BY:

Board of Education