



## JOB DESCRIPTION

### Administrative Manager (Performance and Information Technology)

<b>DIVISION:</b> Office of Performance & Information Technology (PIT)	<b>GRADE:</b> 129
<b>DEPARTMENT:</b> Administration	<b>WORK DAYS:</b> Annual
<b>REPORTS TO:</b> Chief Accountability and Information Systems Officer	<b>FLSA STATUS:</b>
<b>CLASSIFICATION:</b> Classified	<b>DATE:</b>

**Our Mission:** Through a caring culture of equity, trust, and collaboration, every student will graduate ready for college, career, and life.

**Our Vision:** A high-performing school district where students love to learn, educators inspire, families engage, and the community trusts the system.

**Our Guiding Principles:** **Equity** in our approach to decision making, **Ethics** to demonstrate our integrity, **Engagement** with our school community, and **Excellence** in everything we do.

#### **POSITION SUMMARY**

The Administrative Manager supervises all clerical support staff, department front desk staff, ensuring that the coordination for all business operations within the Chief of Performance and Information Technology division are in the best practices for Atlanta Public Schools. The incumbent serves as the liaison between the Chief's office internal/external departments and contacts. The work performed by the individual in this job is confidential in nature.

#### **MINIMUM REQUIREMENTS**

***EDUCATION:***

- Associate's degree or equivalent work experience required.
- Bachelor's degree preferred.

***CERTIFICATION/LICENSE:***

- Valid driver's license and availability of private transportation, or the ability to get to off-site meetings.

***WORK EXPERIENCE:***

- 7 years in a progressively autonomous administrative position.
- Experience drafting procedures, creating electronic reports and business process management.

#### **KNOWLEDGE, SKILLS & ABILITIES**

- Knowledge or experience with electronic time and attendance systems.
- Knowledge and experience with enterprise resource planning (ERP) systems.
- Strong customer service skills.



- Strong team-building skills.
- Strong oral and written communication skills.
- Skilled in data entry, Microsoft Word, Excel, PowerPoint, Microsoft Access.
- Strong problem solving and decision-making skills.
- Ability to work independently, show flexibility, possess analytical skills be attentive to details, listen, and support teamwork.
- Possess organizational and leadership skills.
- Excellent math aptitude.
- Must be able to read and interpret complex materials.
- Must demonstrate the ability to manage priorities and workloads.
- Must be dependable, able to work under pressure and meet deadlines as required.
- Able to plan, assign, and evaluate work of subordinates for effective operation and results.

### **ESSENTIAL DUTIES**

- Maintains, monitors, and oversees departmental processes, policy and procedures as it relates to the Office of the Chief to ensure that all are within the Atlanta Public Schools' guidelines.
- Screens callers, identifies and handles matters requiring priority and, if necessary, brings those to the attention of the Chief or appropriate personnel.
- Processes incoming mail, routes to appropriate personnel, prepares replies to correspondence or routes to appropriate personnel to reply and follows-up to ensure appropriate action has been taken.
- Serves as the initial contact for departments that report to the Chief.
- Supervises clerical staff in the Chief's office, and evaluates the personnel in the accomplishment of goals and objectives.
- Maintains of the department's calendar to ensure planning integrity throughout the department and District.
- Schedules all appointments/meetings, and maintains the daily calendar and appointment book for the Chief.
- Develops processes and procedures, and recommends implementation for the effective management of the department.
- Maintains and regularly updates emergency contacts, vendor information, and consultant contact information for the Office of the Chief.
- Coordinates travel arrangements for the Chief, prepares all travel expense statements, serves as the travel contact for district meetings held in- and out-of-town, and assists in the coordination of events for the department.
- Drafts reports from the Chief's office for inclusion in the weekly Board Notes.
- Facilitates all new employee orientation for the Chief's office.
- Obtains, compiles, organizes, and prepares information and data for various reports, meetings, etc.
- Ensures information packages are complete and meet guidelines.
- Required to have prompt, regular attendance in-person and be available to work on-site, in-person during regular business hours and as needed.
- Performs other duties as assigned by an appropriate administrator or their representative.

### **PHYSICAL ABILITIES AND WORKING CONDITIONS**

The physical abilities, working conditions and other conditions of employment listed in this document are representative of, but are not intended to provide an exhaustive list of the requirements for positions in this classification. In the event of an emergency or situation requiring guidance from Federal, State, or local or school district authorities, the requirements of this position may change temporarily or for the school year to best serve the needs of our students.



**Vision:** Ability to read small print and view a computer screen for prolonged periods.

**Hearing:** Ability to tolerate exposure to noisy conditions.

**Speech:** Ability to be understood in face-to-face communications, to speak with a level of proficiency and volume to be understood over a telephone or computer.

**Upper Body Mobility:** Ability to use hands to grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.

**Strength:** Ability to lift, push, pull and/or carry objects which weigh as much as 5 or more pounds on a frequent basis. Incumbent may be required to physically restrain parties involved in a conflict.

**Environmental Requirements:** Ability to encounter constant work interruptions; work cooperatively with others; work independently; work indoors.

**Mental Requirements:** Ability to read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgement and the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records. Understand how to manage stress.

**Remote Work Requirements:**

**Additional Work Conditions & Physical Abilities:** May require travel to multiple sites.

*The Atlanta Public School System does not discriminate on the basis of race, color, religion, sex, citizenship, ethnic or national origin, age, disability, medical status, military status, veteran status, marital status, sexual orientation, gender identity or expression, genetic information, ancestry, or any legally protected status in any of its employment practices, educational programs, services or activities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.*

*This job description is intended to accurately reflect the duties, responsibilities and requirements of the position. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position. Management and administration reserves the right to modify, add, or remove duties and assign other duties as necessary.*