

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED NOVEMBER 2003
SALARY SCHEDULE: #85
RANGE: CM 17.50
FISCAL/CLERICAL SERIES
CLASSIFIED MANAGEMENT – OVERTIME EXEMPT
CODE: 2,6,8**

**INSURANCE SERVICES OFFICE MANAGER
(Self Insured Schools of California – SISC)**

DEFINITION

Under direction of the Chief Executive Officer, supervises SISC office activities to achieve maximum cost control and productivity.

Assists the CEO in staff recruitment, KCSOS budget development and Board preparation, and workshop planning.

EXAMPLES OF DUTIES

Trains, instructs, reviews and coordinates personal evaluations for classified employees within Self Insured Schools of California (SISC);

coordinates work schedules and assignment changes of personnel to meet work demands;

determines work schedules and authorizes leaves, ensuring the timely completion of all work;

prepares reports for the Division;

prepares and maintains agendas, minutes, reports and records for Division Boards of Directors;

prepares needs assessment relative to in-service orientation training;

prepares, designs, plans, or assists in any functions to insure in-service training for the classified staff in any relative area;

designs and maintains an organizational chart for the Division;

serves on office committees;

works with Chief Executive Officer/Division Administrators/Directors and other personnel as may be designated in coordinating the above activities;

supervise and train clerical staff;

coordinates and supervises all aspects of the LaserFiche program;

perform employee evaluations;

participate in interviewing and selection of new employees;

maintain office purchase card; reconcile monthly;

plans and coordinates activities for orientation of new employees;

function as assistant to Chief Executive Officer;

coordinate and prepare all staff travel arrangements, conferences, etc.;

assist in preparation and maintenance of Division budget;

monitor and verify Division expenses monthly; resolve discrepancies;

maintain adequate workstations and equipment in conformance with office standards;

communicate and coordinate SISC Information Technology (IT) needs w/KCSOS staff;

coordinate general operational activities of the Division;

work cooperatively w/coworkers, KCSOS staff and business partners to support and sustain success of all SISC programs;

review technical duties directly related to administration of SISC;

performs related duties as may be assigned.

QUALIFICATIONS

Knowledge of:

Bookkeeping, computer, Microsoft programs such as Word and Excel, budgeting, accounting principles, office management, and personnel procedures.

Ability to:

Perform appropriate clerical and accounting skills;

multitask with changing priorities;

communicate effectively, both orally and in writing.

Experience:

Minimum of five years of responsible clerical, administrative assistant, or secretarial experience, two years of which shall be in supervisory capacity.

Education:

Graduation from high school or equivalent.

Minimum of two years supplemental appropriate education or combination of training and experience.

Some positions may require proof of privately owned automobile insurance and possess a valid California Motor Vehicle operator's license.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

This position is overtime exempt and has a probationary period of one year.

ST:rw

9/8/06

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Previously: F:\OfficeManagerInsSvs