Job Title: Office Manager
Department: Raymond M. Alf Museum of Paleontology at The Webb Schools
Reports to: Director of the Raymond M. Alf Museum of Paleontology
Status: Non-Exempt/Hourly Staff, Full-Time, Benefited

SUMMARY
The Office Manager is primarily responsible for the day-to-day administrative operations of the museum, including bookkeeping and administrative support, and coordinating meeting and program logistics.

MISSION AND COMMITMENT TO DIVERSITY, EQUITY, INCLUSION, AND BELONGING
The Webb Schools are committed to fostering an inclusive school community characterized by openness, acceptance, and empathy, where all members are valued, respected, and supported. Our community is strengthened by the diverse views, beliefs, backgrounds, and experiences of our students, faculty, staff, and alumni. Embracing diversity in all its many forms is essential to our mission: in particular, our call to provide an exemplary learning community that nurtures future leaders who will act with honor and moral courage and serve with a generous spirit. For more on our values and commitment to DEI initiatives, click here.

RELATIONSHIPS
The Office Manager reports directly to the Museum’s Director. This position interacts with administrators, faculty, staff, students, parents, museum trustees, and members of the public.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Must be able to successfully perform the following duties as assigned and necessary:

Office Management:
• Provide administrative support functions in a timely and efficient manner.
• Coordinate with Business Office staff for all relevant activities, including:
  ◦ Track museum budgets in collaboration with museum staff, by keeping records of museum income and expenses in the museum general ledger, and coordinate reconciliation with the Business Office general ledger.
  ◦ Process incoming checks, cash, and credit card payments, generate invoices, produce receipts, and handle reimbursement requests for museum-related business.
  ◦ Manage Museum credit card and substantiation reporting.
  ◦ Track and review reporting of staff hours via ADP and coordinate payroll activities with Business Office.
• Coordinate with the Advancement Office for solicitation mailings, gift acknowledgment letters, and other duties as necessary.
• Act as a primary contact for the Museum. This includes answering, screening, and directing phone calls and emails appropriately.
• Assist staff with planning and executing museum and school events.
• Maintain the museum’s central calendar of events and calendar of staff schedules, in coordination with other museum staff.
- Provide backup support for other Museum personnel as needed.
- Maintain records and produce reports related to museum visitors, including revenue reports, and visitor reports, and communicating with museum staff and the business office as necessary.
- Order, manage, and organize office supplies, within budget, and assist with preparation of the office budget.
- Organize hard and computer files for museum business.
- Order, manage, and organize office supplies, within budget, and assist with preparation of the office budget.
- Coordinate with Facilities for necessary work orders for maintenance and housekeeping.
- Receive, sort, and deliver incoming mail, and arrange for outgoing shipping as needed.
- Assist in onboarding new museum staff.
- Maintain records, collect paperwork and fees, and communicate information for participants on museum trips.
- Coordinate, manage, support, and participate as needed in various museum projects and events.

**Administrative Support for Board of Trustee Activities:**
- Prepare agendas, minutes, and notifications for board and committee meetings with Executive Director approval.
- Create and distribute board meeting packets electronically to the Board of Trustees.
- Coordinate Board of Trustee meeting logistics and record keeping.
- Maintain and update board contact list, terms, bios, meeting attendance, terms, and assignments.
- Oversee BoardPaq functions related to the museum, including posting, and updating files as well as assisting trustees in access to BoardPaq.

**PROFESSIONAL QUALITIES OF WEBB FACULTY & STAFF**
- Contributes to the delivery of the mission, vision, and values of the school community.
- Demonstrates inclusive and equitable practices to ensure that all members of the community feel a sense of belonging.
- Follows community policies and procedures and models positive behavior.
- Works effectively as a team member and develops professional and productive relationships with colleagues.
- Understands boundaries and embraces responsibility for the care of students *in loco parentis*.
- Promotes a trust-based community by keeping appropriate confidences.
- Manages time effectively and meets deadlines and commitments.
- Communicates and responds to all school communications in a timely manner.
- Exhibits flexibility and adaptability to change as needed.
EDUCATION AND EXPERIENCE
High School diploma required; college degree preferred. A minimum of five years of experience in similar positions is required.

REQUIREMENTS
- A current California driver's license with a satisfactory motor vehicle record is required.
- A criminal background check must be successfully completed before employment can begin.
- Proof of up-to-date COVID vaccination status is required.
- Excellent office and computer skills.
- Strong verbal and written communication skills.
- Strong organizational skills, adept at prioritizing multiple tasks and meeting deadlines required.
- Work as a team member and project manager to complete projects on time.
- Flexibility, resourcefulness, and proactive.
- Requires exceptional confidentiality and trustworthiness.
- Highly organized, thorough, with attention to detail.

Successful candidates for this position will be:
- Punctual, methodical, orderly, focused, and strategic.
- Proactive, diligent, and accountable.
- Solutions-focused, efficient, and open to both giving and receiving feedback.
- Motivated and able to take on tasks and duties with minimal or no immediate direction.

PHYSICAL REQUIREMENTS
The physical requirements of this position are those needed to successfully fulfill the responsibilities articulated above. As prescribed by law, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

COMPENSATION PHILOSOPHY
The anticipated salary range is $27.00 - $32.00 per hour.

The Webb Schools offer competitive compensation. In setting position ranges, Webb reviews numerous factors including industry data from NAIS, CAIS, NBOA, and other market data.

Webb believes a strong benefits package is important for employee stability and retention. Benefits include highly subsidized health plan premiums, retirement contributions, sick, vacation, and holiday pay, and tuition remission.

Interested candidates should send their cover letter and résumé to:
Dr. Andrew Farke, Director, Alf Museum
careers@webb.org or Fax: (909) 482-5272
This position is “at-will”. This means that both Webb and the hired employee have the right to terminate the employment relationship at any time, with or without advance notice, and with or without cause. There is no employment contract, actual or implied.

The Webb Schools are an Equal Employment Opportunity Employer. We are committed to providing equal employment opportunities and do not discriminate based on perceived or actual race, color, national or ethnic origin, religion, sex, pregnancy (or any related conditions), age, marital status, military or veteran status, medical condition, gender/identity/expression, sexual orientation, or any other characteristic protected by state or federal law. www.webb.org