

**Administrative Assistant  
New Hanover County Schools**

**Job Description**

**Class: Classified**

**Dept: Maintenance Operations**

**TITLE: Administrative Assistant VI**

- QUALIFICATIONS:**
1. High School degree or equivalent.
  2. Associate Degree in business or equivalent experience is preferred.
  3. Considerable experience in an office environment with responsibility for a large variety of complex duties; or an equivalent combination of education and experience.
  4. Valid North Carolina driver's license.

**REPORTS TO:** Director of Maintenance Operations

**JOB GOAL:** To serve as administrative assistant to the Director of Maintenance Operations, while performing a large variety of administrative duties involving interaction with other departments.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Follows all rules and procedures as required by Maintenance Operations; operates and trains other office employees on various changes and enhancements to the office operation.
2. Ensures strong departmental customer service to internal and external customers; provides secretarial and administrative support to the Director of Maintenance Operations and the Maintenance Operations Department; directs calls, vendors, and visitors to appropriate staff; maintains calendar, contacts, and various current organization charts for the director.
3. Serves as payroll operator and liaison between department staff and central payroll associates with duties as outlined in the Administrative Payroll Manual.
4. Composes/drafts departmental procedures for director, correspondence for all staff; edits staff correspondence; prepares/distributes routine correspondence to staff.

5. Takes and transcribes general dictation, minutes for employees' hearings, bi-weekly meetings, and departmental staff meetings; prepares agendas; maintains records, school files, policy manuals, report forms, memoranda, and other materials for the department.
6. Processes employees in and out, ensuring appropriate central office staff have the required documentation; maintains strict confidentiality for all personnel matters; initiates position/staff action forms; coordinates with Human Resources to ensure accuracy of employee information, position, and budget codes; maintains current employee positions and numbers; coordinates issue of employee and contractor identification cards.
7. Schedules, coordinates, edits, and produces annual evaluations and improvement plans to meet the Human Resources Department's deadlines; ensures staff follow-up with confidential random drug and alcohol testing through Human Resources.
8. Receives and distributes daily invoices, overtime forms, contractor verification forms, and contractor reports for immediate processing.
9. Maintains open line of communication with all office and department employees; initiates monthly cell telephone bill letters to staff; processes payments to the Finance Department; orders office supplies and furniture through the Purchasing Department, purchasing warehouse, or vendors; ensures all office equipment is in working order; maintains office supply inventory.
10. Assists the Assistant Director of Maintenance with reviewing service contract documents for applicable content; initiates and composes correspondence to vendors for annual service contracts/projects, supporting documents for board meetings, board attorney, central office staff, and purchasing department; finalizes distribution; coordinates with vendors regarding accuracy and requirement of supporting documents.
11. Prepares invitation for bid (IFB) forms and request for proposal (RFP) forms for various projects as Foreman requests and Director approves; assists in annual bidding of service contracts and renewals.
12. Assists staff with preparing documents for attending seminars/workshop; coordinate special meetings/training/drives; attends training sessions and/or seminars; coordinates technology training for staff; assists with assessing technology needs.
13. Maintains accuracy of departmental brochure; creates departmental forms; generates computer cards for staff (bereavement); assists in coordinating departmental morale events (Hospitality Committee).
14. Responds to questionnaires/surveys; keeps subscriptions current; coordinates project review documents and follow-up; web page design; mission statement team member.

15. Schedules department's conference room; distributes daily mail; serves as courier.
16. Performs related duties and responsibilities as requested by the Director.

*The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.*

**Terms of Employment:** Twelve month work year/At Will/FLSA Non-Exempt

**Starting Salary and/or Grade:** Grade 67

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

**Knowledge, Skills and Abilities:**

- Ability to work with multiple interruptions; schedule variable work (priority/re-prioritize work daily).
- Ability to multi-task.
- Ability to compile and summarize information.
- Ability to access information through a computer network, or from a mini- or mainframe computer.
- Ability to learn, interpret, and explain policies, regulations, and programs.
- Ability to resolve problem situations.
- Ability to adapt to changes and learn new skills as needed.
- Demonstrates considerable functional knowledge of and ability to use grammar, vocabulary, spelling and punctuation.
- Demonstrates considerable functional knowledge of office practices and procedures.
- Skill to operate a computer and various office equipment.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.