

**Administrative Assistant  
New Hanover County Schools**

**Job Description**

**Class: Classified**  
**Dept: Operations**

**TITLE: Administrative Assistant VII**

- QUALIFICATIONS:**
1. High School degree, Associate or Bachelor's degree preferred or equivalent combination of education and experience.
  2. Eight or more years with a variety of administrative and technical functions involving public contact and office management duties as an assistant to a top level administrator.
  3. Effective communication and computer skills.
  4. Other qualifications as the superintendent and board may find appropriate.

**REPORTS TO:** Assistant Superintendent of Operations

**JOB GOAL:** To act as the administrative assistant to the Assistant Superintendent of Operations and assist with all aspects of the Operation Division for the New Hanover County School System.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to school system operation issues.
2. Assist with the coordination of Property, Vehicle and Liability insurance; coordinate premium payments and analyze requirements for coverage; process and maintain all Incident/Accident Reports; coordinate claims, insurance payments and reports to the board.
3. Represent the Assistant Superintendent and the Board of Education through release and explanation of public and non-controversial information to school employees, media and the general public.
4. Prepare agenda for administrative meetings; handle proceedings for planning major meetings; attend meeting to take minutes or notes and follow through on matters requiring correspondence.
5. Assist in monitoring department or program budgets; gather pertinent data, analyze requests, process information, and assist Internal Auditor.

6. Maintain department financial and/or activity records; act as point of contact for the department and provide information or refer inquiries to proper personnel.
7. Receive and respond to inquiries and/or direct inquiries to other departments. Answer questions from employees concerning Operations Division issues.
8. Assist with research for procedural and operational efficiencies, energy conservation and other cost saving measures, new laws and legislation related to the operation of public schools.
9. Work with the Facility Use Coordinator; analyze and recommend policy, procedural and fee changes.
10. Write, edit, prepare, or coordinate the preparation of correspondence, reports, charts, graphs and other printed materials; research content items for correctness of presentation and applicability.
11. File and retrieve materials based on full knowledge of organization and activities.
12. Perform other duties and responsibilities as requested by the Assistant Superintendent of Operations.

*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 71

**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:**

- Demonstrates functional knowledge of computers and all aspects of the Microsoft Office Professional software programs.
- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate with school personnel, employees, and central office staff while complying with the confidentiality requirements in local, state, and federal policies and statutes.
- Ability to work with a high degree of accuracy; knowledge of budgeting.
- Strong organizational skills; ability to multitask.
- Ability to interact and deal with the public in a professional manner.

- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.