

**Administrative Assistant VII**  
**New Hanover County Schools**

**Job Description**

**Class: Classified**  
**Dept: Technology**

**TITLE: Administrative Assistant VII**

**QUALIFICATIONS:**

1. Associate degree preferred or equivalent combination of education and experience.
2. Eight or more years of work experience 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:** Chief Technology Officer

**JOB GOAL:** Provide administrative support to Chief Technology Officer in the Technology Department and staff.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to schools and technology.
2. Compose and /or proofread correspondence, reports, forms, memos, and flyers.
3. Ensure documentation and maintenance of inventory.
4. Maintain strict confidentiality for all personnel matters.
5. Assist with research for employee investigations, complaints and other personnel matters.
6. Assist in monitoring department or program budgets; gather pertinent data, analyze requests and process information.

7. Maintain department personnel, financial, and/or activity records; act as point of contact for department and provide information or refer inquiries to proper personnel.
8. Act as point of contact when Chief Technology Officer is unavailable for department staff, school and public.
9. Prepare all Board agenda items including but not limited to funding requests, budget transfers, contract approval and sole source vendor approval.
10. Perform related duties and responsibilities as requested by the Chief Technology Officer.

*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:**

- Demonstrate extensive knowledge of office procedures, Microsoft Office Suite and Windows operating systems.
- Demonstrate considerable functional knowledge of office practices and procedures.
- Ability to compose correspondence, reports, forms, and generate reports.
- Ability to supervise the annual inventory of department.
- Ability to coordinate with others to meet deadlines and accomplish specific tasks; to work alone and accomplish assigned tasks; to communicate clearly and concisely, both orally and in writing.
- Demonstrate extensive functional knowledge of the school system, terminology, procedures and routines.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.