

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: Assistant Superintendent for Technology and Digital Learning

JOB GOAL: Provide administrative support to the Assistant Superintendent for Technology and Digital Learning 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. Maintain payroll for the Technology Department.
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 Assistant Superintendent for Technology and Digital Learning is unavailable for department staff.
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 Assistant Superintendent for Technology and Digital Learning

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 working knowledge of Excel and Google Applications.
- Demonstrate considerable functional knowledge of office practices and procedures.
- Ability to compose correspondence, reports, forms, and generate reports.
- 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.