

WAUNAKEE COMMUNITY SCHOOL DISTRICT

ADMINISTRATIVE ASSISTANT TO THE DIRECTOR OF FACILITIES AND DIRECTOR OF TECHNOLOGY

Job Description

QUALIFICATIONS:

1. High school diploma (additional related training desirable but not required). Previous administrative assistant experience beneficial.
2. Working knowledge of an accounting system.
3. Organizational skills, word processing skills and proficiency in oral and written communication skills.
4. Ability to operate office equipment such as computer, fax machine, and calculator.
5. Knowledge of software applications, such as e-mail, word processing, spreadsheets, and database management currently used in the District.
6. Ability to assume responsibility, display initiative, and exercise good judgment.
7. Ability to perform duties of a sensitive and confidential nature.

REPORTS TO: Director of Facilities and Director of Technology

GENERAL RESPONSIBILITIES:

Performs administrative support necessary to accomplish objectives established by the Director of Facilities and Director of Technology. Adapts to a variety of responsibilities. Presents a positive image in contacts with the parents, community and staff. Properly handles confidential matters relating to students, student records, parents, staff and any other school-related issues.

ESSENTIAL FUNCTIONS:

1. Answer telephone, take messages, screen calls, make appointments, and schedule meetings.
2. Maintain calendar and schedule appointments for Director of Facilities and Director of Technology.
3. Organize and maintain an efficient office.
4. Type correspondence, reports, agendas, minutes of meetings.
5. Maintain a workable filing system (paper and electronic).
6. Order supplies, through purchase orders, necessary for the operation of the facilities and technology departments.
7. Manage the maintenance work order system.
8. Provide support as needed with the District Safety Plan.
9. Schedule substitute custodians, and track custodial and maintenance comp time and snow days.
10. Manage clothing allowances for custodial and maintenance staff.
11. Follow all business office internal controls and procedures for business practices.
12. Process all facilities and technology department journal entries and cash receipts.
13. Manage all facilities and technology department purchase orders, credit cards, and invoice submission.
14. Maintain all long-range planning documents for the Director of Facilities and Director of Technology.
15. File reports as necessary with the local, state, and federal governments.
16. Maintain confidentiality and loyalty to employer.

OTHER FUNCTIONS:

1. Perform other responsibilities as assigned by the Director of Facilities and Director of Technology.
2. Promote a positive image of the District at all times.

Adopted:
May, 2017

Waunakee Community School District

Updated:
August 2017