

## WAUNAKEE COMMUNITY SCHOOL DISTRICT

### ADMINISTRATIVE ASSISTANT TO THE EXECUTIVE DIRECTOR OF OPERATIONS

#### Job Description

#### **QUALIFICATIONS:**

1. High school diploma (additional related training desirable but not required). Previous administrative assistant experience required.
2. Working knowledge of an accounting system, Skyward experience preferred.
3. Organizational skills, word processing skills, spreadsheet skills and proficiency in oral and written communication skills.
4. Ability to operate office equipment such as computer, scanner, fax machine, and calculator.
5. Computer software experience with proficiency in use of Microsoft Office Suite or Google Suite software currently used in the District.
6. Ability to work collaboratively on department projects, assume responsibility, display initiative, and exercise good judgment.
7. Ability to perform duties of a sensitive and confidential nature.

**REPORTS TO:** Executive Director of Operations

#### **GENERAL RESPONSIBILITIES:**

Performs administrative support necessary to accomplish objectives established by the Executive Director of Operations. Adapts to the 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. Process financial transactions for assigned Business Office and District budgets, including requisitions, cash receipts, credit cards and journal entries.
2. Monitor multiple budget and purchasing groups, ensuring accuracy and timely payment of all
3. Answer telephone, take messages, screen calls, make appointments, and schedule meetings.
4. Maintain electronic calendar and schedule appointments for the Executive Director of Operations.
5. Organize and maintain an efficient office.
6. Type correspondence, reports, agendas, minutes of meetings, from dictation or handwritten copy using personal computer.
7. Maintain a workable filing system (paper and electronic).
8. Order supplies, through purchase orders, necessary for the operation of the Executive Director of Operations.
9. Maintain confidentiality and loyalty to employer.
10. Management of Alternate Transportation Requests.
11. Maintain regular communications with the District's transportation provider.
12. Coordinate crossing guard positions/openings.
13. Maintain supplies for Copy Center, including any required bid purchases.
14. Performs all duties in compliance with District Internal Controls and written procedures.
15. File business office reports as necessary with the local, state, and federal governments.

**OTHER FUNCTIONS:**

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

Adopted: October 2006

Revised: April 2021

Waukegan Community School District