

Job Title: **Administrative Assistant**
 Job Family: **Central Administrative Support**
 Pay Program: **Classified**
 Work Year: **9, 10, 11, or 12 months**

Job Code: **070716**
 FLSA Status: **Non-Exempt**
 Shift Differential: **No**
 Pay Range: **G12**

SUMMARY: Responsible for providing confidential administrative support to an Executive Director, Director, department(s), or administrator(s) in the district’s central administrative departments. Provides administrative support, performs secretarial duties, coordinates and prepares documents, creates and maintains spreadsheets and databases using district information technology systems, and arranges meetings and/or travel for staff. Provides information to the public regarding department/district policies/procedures. Monitors and completes tasks relating to the department/office(s) budget.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency and percentage of time may vary based on building, department, or office assignment.*

| Job Tasks Descriptions | Frequency | % of Time |
|--|-----------|-----------|
| 1. Provide administrative support for a department(s) or administrator(s). Performs secretarial duties (related to department/office-specific information and needs) including, but not limited to: handling phone calls, screening and directing to appropriate person; answering inquiries, following through on requests and solving non-routine problems; screening visitors; scheduling appointments; maintaining calendars and filing systems; opens and distributes mail; handles faxes; retrieves and distributes e-mail; prepares, composes, processes, and distributes correspondence, documents, or other printed information to parents, department and/or district staff, and the community; coordinates and arranges meetings, conferences, workshops, and special events; prepares agendas and announcements; takes and publishes minutes; coordinates meeting dates; arranges rooms; outlines room set-up including AV equipment; orders refreshments; informs attendees; compiles survey and evaluation data if needed; and orders office supplies. Coordinates travel reservations for staff. Facilitates communication between department(s) and/or district teams. Ensures that legal notices are published in compliance with the law. Serves as department/office contact for parents, students, staff, third-party stakeholders, and the community for department/district issues, policies, procedures, and resources. Provides customer service support for departments and/or schools. | D | 30% |
| 2. Organize, coordinate, document, monitor, assist with, and/or train others on department/office-specific projects, programs, assets, and processes, while ensuring deadlines are met. Anticipate and develop new systems and procedures as needed. Attend meetings with internal and external stakeholders regarding department/office-specific procedures and follow-up. | D | 25% |
| 3. Updates, maintains, extracts, and/or inputs data into complex district databases, spreadsheets, and filing systems. Maintains data in external database as required by department/office needs. Gathers, compiles, synthesizes, analyzes, writes and formats reports, forms, submissions, and other requested data through the use of district information technology systems. Distributes reports to internal/external stakeholders. | D | 20% |
| 4. Responsible for creating, preparing, and verifying reports used for billing and invoicing charges in the district financial system and distributes copies to the appropriate departments. Monitors annual budget, purchases items, generates purchase orders, completes vouchers, manages purchasing card accounts and transactions, pays invoices, prepares and processes billing for internal/external customers and department services. Prepares and maintains related files, records, and reports. Monitors department accounts to ensure expenses are paid from the correct accounts. May authorize and transfer budgets or maintain the office cash fund. | D | 14% |

| Job Tasks Descriptions | Frequency | % of Time |
|---|------------------|------------------|
| 5. May be responsible for approval, verification, validating, and approving reported time in district time and labor system. May prepare and analyze time and labor reports and complete paperwork for payment of stipends and/or other pay. | W | 5% |
| 6. Prepares, proofreads, and coordinates the preparation of documents. Gathers information or articles. Designs formats, charts, and layouts. Creates, manages, and maintains multimedia presentations. Types or arranges for typing. Prints or arranges for printing. Assembles information for distribution. Prepares, transcribes, processes, and archives a variety of legal documents. May be required to notarize a variety of department/office-specific documents. Maintains files of legal and confidential documents. | W | 5% |
| 7. Perform other job-related duties as assigned. | Ongoing | 1% |
| | TOTAL = | 100% |

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Minimum of two (2) years of experience in administrative support such as office and secretarial work, word processing, or bookkeeping.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- May require Notary public authorization within (30) days of hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Depending upon needs of the department/office, position may prefer second language skills.
- Advanced oral and written communication skills.
- Depending upon needs of the department/office, may require completion of notary public training and examination.
- Customer service and public relations skills.
- Advanced critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Exceptional attention to detail.
- Advanced organizational skills.
- Ability to manage multiple priorities.
- Ability to take initiative and work independently.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.
- Ability to promote and follow Board of Education policies, District policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with MS Office Suite (Word/Excel/PowerPoint) and Google applications.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 3-6 months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

| | POSITION TITLE | JOB CODE |
|--------------------|---|-----------------|
| Reports to: | Executive Director, Director, Coordinator, or Manager | various |

| | POSITION TITLE | # of EMPLOYEES | JOB CODE |
|------------------------|--|-----------------------|-----------------|
| Direct reports: | This job has no direct supervisory responsibilities. | | |

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Enter and retrieve data from the district financial system for district grant and department budgets, accounts, and department purchasing cards. Create budget reports for department. Assist with yearly budget preparation.
- Initiate invoice payments.
- May direct the activities of clerks, student aides, or volunteers.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

| PHYSICAL ACTIVITIES: | Amount of Time | | | |
|---|----------------|-----------|------------|----------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Stand | | X | | |
| Walk | | X | | |
| Sit | | | X | |
| Use hands and fingers to handle and/or feel | | | | X |
| Reach with hands and arms | | | X | |
| Climb or balance | X | | | |
| Stoop, kneel, crouch, or crawl | | X | | |
| Talk | | | | X |
| Hear | | | | X |
| Taste | X | | | |
| Smell | X | | | |

| WEIGHT and FORCE DEMANDS: | Amount of Time | | | |
|---------------------------|----------------|-----------|------------|----------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Up to 10 pounds | | X | | |
| Up to 25 pounds | | X | | |
| Up to 50 pounds | X | | | |
| 50 to 100 pounds | X | | | |
| More than 100 pounds | X | | | |

| MENTAL FUNCTIONS: | Amount of Time | | | |
|----------------------|----------------|-----------|------------|----------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Compare | | | X | |
| Analyze | | | X | |
| Communicate | | | | X |
| Copy | | X | | |
| Coordinate | | | X | |
| Instruct | | X | | |
| Compute | | | X | |
| Synthesize | | X | | |
| Evaluate | | X | | |
| Interpersonal Skills | | | | X |
| Compile | | | X | |
| Negotiate | | X | | |

| WORK ENVIRONMENT: | Amount of Time | | | |
|---------------------------------------|----------------|-----------|------------|----------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Wet or humid conditions (non-weather) | X | | | |
| Work near moving mechanical parts | X | | | |
| Work in high, precarious places | X | | | |
| Fumes or airborne particles | X | | | |
| Toxic or caustic chemicals | X | | | |
| Outdoor weather conditions | X | | | |
| Extreme cold (non-weather) | X | | | |
| Extreme heat (non-weather) | X | | | |
| Risk of electrical shock | X | | | |
| Work with explosives | X | | | |
| Risk of radiation | X | | | |
| Vibration | X | | | |

| | |
|------------------------|-----------------|
| VISION DEMANDS: | Required |
|------------------------|-----------------|

| VISION DEMANDS: | Required |
|---|-----------------|
| No special vision requirements. | |
| Close vision (clear vision at 20 inches or less) | X |
| Distance vision (clear vision at 20 feet or more) | |
| Color vision (ability to identify and distinguish colors) | |
| Peripheral vision | |
| Depth perception | |
| Ability to adjust focus | X |

| NOISE LEVEL: | Exposure Level |
|---------------------|-----------------------|
| Very quiet | |
| Quiet | X |
| Moderate | |
| Loud | |
| Very Loud | |