

**Administrative Assistant
New Hanover County Schools**

Job Description

Class: **Classified**
Division: **Schools Division**

TITLE: **Administrative Assistant VII**

QUALIFICATIONS: 1. High School Diploma. Associate Degree preferred or equivalent combination of education and experience.
 2. Three to five years' experience in an office environment with responsibility for complex duties. Prefer experience with finance and data management in a school system.
 3. Effective verbal and written communication and computer skills.

REPORTS TO: Executive Directors of Schools

JOB GOALS: To act as the administrative assistant to the Executive Directors of Schools and assist with all aspects of school support for New Hanover County School employees.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to personnel issues.
2. Maintain strict confidentiality for all matters.
3. Develop and generate spreadsheets/databases to track implementation of various programs within the department.
4. Respond to, or refer to appropriate division, inquiries from stakeholders regarding school issues or concerns
5. Write, edit, prepare, coordinate the preparation of correspondence, reports, charts, graphs and other printed materials. Research content items for correctness of presentation and applicability.
6. Assist with preparation and distribution of correspondence including various reports, spreadsheets, and surveys.
7. Assist with the organization of Schools Division events, including Principal meetings and other Professional Development events. Perform all clerical tasks associated with the event,

design and assemble information for distribution, communicate with employees, school and departments, and coordinate activities and logistics with other school departments and/or businesses. Organize food preparation for events as well as budgeting for events.

8. Assist with calendar management, preparation of reports, purchasing, and coordinate travel and process expenditures related to division needs, events and programs.
9. Review and ensure the accuracy of outgoing correspondence, records and/or reports of complex, procedural or program activities.
10. Management of division's finance tasks such as contracts, MOUs, Purchase Cards, payroll, and budgets.
11. Perform other related duties and responsibilities as requested by the Executive Directors of Schools.

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:

- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel, parents, and central office staff.
- Demonstrate functional knowledge of computers and all aspects of the Microsoft Office Professional Software and Google Suite.
- Ability to work independently, meet deadlines and accomplish specific tasks as requested.
- Ability to compile and summarize information.
- Ability to learn, interpret, and explain policies, regulations and procedures.
- Extensive knowledge of office practices and procedures.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.