

SCHOOL ADMINISTRATIVE UNIT # 2

JOB DESCRIPTION

Title: Administrative Assistant	Date Revised: December 15, 2021
Classification: Non-Exempt	Terms of Employment: Full-Time
Reports To: Assistant Superintendent and Human Resources Director	Supervises: n/a

QUALIFICATIONS:

1. Associates degree preferred;
2. A minimum of two years previous experience and/or training that includes administrative assistant or any equivalent combination of related education, training and experience which provides the required knowledge, skills and abilities to perform the essential job functions. Experience working in a complex office environment is essential;
3. Such alternative to the above as the Superintendent may find appropriate and acceptable.

JOB OBJECTIVE:

The Administrative Assistant is responsible for a wide variety of administrative and secretarial functions to support the Business Administrator. This work includes, but is not limited to the following: extensive use of technology using a variety of office software and hardware, working with the public either in person or on the phone, and the publishing of a variety of documents.

ESSENTIAL JOB FUNCTIONS*:

1. Performs all administrative assistant duties as requested by the Business Administrator including but not limited to: writing and proofing of various forms of communication, (including correspondence, reports, notices, recommendations, agendas), filing, copying.
2. Maintains efficient office operations by welcoming visitors, receiving and placing telephone calls, and fingerprinting volunteers.
3. Submits reports with appropriate state agencies.
4. Assists the Assistant Superintendent with annual budget processes including meeting all State requirements through RSA timelines, Department of Revenue and Department of Education.
5. Assists the Business Administrator with transportation documents and database.
6. Assists the Human Resource Generalist with onboarding and off boarding employees, volunteers and contracted service providers.
7. Assists with the preparation and distribution of job postings.
8. Maintains and coordinates professional calendar of the Business Administrator such as scheduling of appointments and making arrangements for conferences and interviews.
9. Assists Business Administrator to prepare for various meetings.
10. Responsible for accurate and timely filing at the request of the Business Administrator.
11. Serves as a backup to the Executive Administrative Assistant when unavailable.
12. Assumes responsibility for other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

1. Must be a self-starter, very attentive to detail and able to work independently.
2. Must maintain confidentiality.
3. Proficient with computer technology in the office setting including but not limited to various word processing, spreadsheet and database software programs.
4. Basic operating knowledge of other office equipment.
5. Communicate effectively both orally and in writing.
6. Excellent organizational and time management skills.
7. Able to work with and cooperate with supervisory staff at all levels.
8. Must have the ability to learn and understand NH RSA's surrounding annual meetings, SB2, school boards and record retention.

WORKING CONDITIONS:

In a normal work day, the employee may be required to combine standing, walking and sitting; continuously sit at the desk, keyboard, etc. for several hours, lift/carry up to fifteen (15) pounds infrequently, bend frequently; squat, kneel, climb/balance, reach above shoulder level and lift from high/low positions occasionally. Some travel required.

OTHER:

Please note this job description is not designated to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and actives may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Name (Print)

Date

Employee Signature

*** External and internal applicants, as well as position incumbents, who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**