Administrative Assistant - Building/Department

**Purpose Statement**

The job of Administrative Assistant - Building/Department is done for the purpose/s of providing administrative and secretarial support to assigned school site administrators; monitoring assigned activities; and providing information, recommendations and/or direction as requested by assigned administrator.

This job is distinguished from similar jobs by the following characteristics: Elementary level-no graduation coordination, maintain student records.
Secondary level-do not maintain student records, graduation coordination and alumni spreadsheet maintenance.

This job reports to the Principal or the Department Director.

**Other Functions**

- Answers telephones and security buzzer system when needed for the purpose of screening calls, transferring calls, responding to inquiries and/or taking messages, and providing security for front door.

- Collects payments and prepares deposits for a variety of events (e.g. fines, fees, and fundraisers, etc.) for the purpose of completing transactions and/or securing funds.

- Compiles data from a variety of sources (e.g. work orders, budget reports, specialized reports, personnel records, etc.) for the purpose of complying with financial, legal and/or administrative requirements.

- Coordinates a variety of projects, functions and/or program components (e.g. meetings, field trips, building usage requests, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.

- Dispenses first aid (e.g. band-aid, ice pack, etc.) to students under the direction of a healthcare professional for the purpose of providing emergency and necessary care in compliance with established guidelines.

- Interacts consistently with students for the purpose of educating students.

- Maintains manual and electronic documents files and records (e.g. emergency information, facility use, time sheets, work orders, expense reimbursements, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.

- Monitors students referred for illness or disciplinary action for the purpose of ensuring their safety and welfare to ensure a safe office environment.

- Participates in a variety of meetings, workshops, and/or training (e.g. ERIP, computer training, First Aid training, CPR training, etc.) for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; and concepts of grammar and punctuation.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working with frequent interruptions; setting priorities; and establishing and maintaining effective working relationships.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization’s services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 30% sitting, 40% walking, 30% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience with increasing levels of responsibility is desired.

Education (Minimum): High school diploma or equivalent.

Education (Preferred):

Equivalency:  

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The purpose and utilization of job descriptions in Liberty Public School District #53 are to ensure the essential functions of each position are articulated in order to create a clear understanding of job expectations for the incumbent while also providing a framework through which the recruiting, hiring, and retaining of employees may be enhanced.