



Job Description

Liberty Public Schools

Administrative Assistant-Building/Department

Purpose Statement

The job of Administrative Assistant-Building/Department is done for the purpose/s of providing clerical, organizational, and administrative support to assigned school or department; coordinating office activities; supporting communication among staff, students, families, and community members; and ensuring efficient, effective daily operations.

Essential Functions

- Answers telephones for the purpose of directing calls, responding to inquiries, taking messages, and ensuring timely and accurate communication.
- Collects payments and prepares deposits as needed for the purpose of completing financial transactions related to fees, fines, fundraisers, and other school or department activities.
- Coordinates meetings, events, and program components for the purpose of ensuring logistical readiness and smooth execution.
- Greets visitors and monitors front-office access as needed for the purpose of providing information, supporting safety procedures, and maintaining a welcoming and secure area.
- Maintains manual and electronic filing systems for the purpose of preserving confidential information, ensuring organized records, and complying with legal and administrative requirements.
- Operates a variety of office equipment and software applications for the purpose of supporting daily workflow and completing assigned tasks efficiently.
- Orders and maintains an inventory of supplies and materials for the purpose of maintaining availability to support operations.
- Participates in meetings and trainings for the purpose of receiving and/or sharing information and remaining current with job-related knowledge and skills.
- Provides clerical and administrative support to assigned leader(s) or department (e.g. submits work orders, requisitions and budget transfers, prepares reports, takes meeting minutes, drafts communications, and coordinates calendars and meetings, etc.) for the purpose of ensuring smooth and efficient daily operations.
- Responds to inquiries from staff, students, families, and community partners for the purpose of providing information, facilitating communication, and resolving issues within the scope of responsibility.
- Supports communication efforts (e.g. newsletters, correspondence, announcements, flyers, social posts, website updates, etc.) for the purpose of ensuring stakeholders receive accurate and timely information.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Knowledge, Skills and Abilities

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; and concepts of grammar and punctuation.

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.

ABILITY is required to schedule a number of 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 defined 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. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; 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: High School diploma or equivalent.

Required Testing

None Specified

Certificates and Licenses

None Specified

Continuing Educ./Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

07/01/2021

Pay Grade

See Classified Salary Schedule

Revised Date

03/15/2026