

## Administrative Assistant to Business and Operations

### Purpose Statement

The Administrative Assistant to Business and Operations provides comprehensive and confidential administrative support. This role ensures efficient operation of administrative functions, facilitates communication, and coordinates projects to support the Business and Operations Manager.

### Supervisory Relationship

Reports to: Business and Operations Manager

### Essential Functions

- **Data Compilation:** Gather and compile data from various sources for preparing reports, making recommendations, and providing information to the Business and Operations Manager.
- **Project Coordination:** Manage administrative projects, including meetings, events, travel arrangements, and student transfer requests, ensuring timely completion and delivery of services.
- **Record Maintenance:** Maintain and organize manual and electronic files, ensuring up-to-date information and compliance with guidelines and legal requirements.
- **Activity Monitoring:** Track activities and program components to meet goals and comply with regulatory requirements.
- **Office Management:** Oversee office activities, assign tasks, monitor progress, and ensure completion within guidelines.
- **Meeting and Event Planning:** Plan and organize meetings, workshops, and training sessions, including recording minutes and supporting attendees.
- **Report Preparation:** Prepare and process various reports, documents, and materials, both confidential and non-confidential, for documentation and information dissemination.
- **Policy Communication:** Present administrative procedures and policies to new and existing personnel and external agencies.
- **Supply Procurement:** Procure and maintain supplies and materials to ensure availability of required items.
- **Account Reconciliation:** Reconcile account balances for assigned budget categories, ensuring accurate account management.
- **Representation:** Represent the Business and Operations Manager in their absence to convey and gather necessary information.
- **Research:** Conduct research on current practices, policies, and education codes to provide information and recommendations.
- **Inquiry Response:** Address inquiries from internal and external parties to facilitate communication and provide direction.
- **Scheduling:** Manage schedules for appointments, meetings, travel, and facility usage for the Business and Operations Manager.
- **Administrative Support:** Assist administrative personnel with their functions and responsibilities.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Perform additional duties as assigned to support the effective operation of the work unit.

## **Job Requirements: Minimum Qualifications**

### **Skills**

- Proficient in operating standard office equipment and software applications.
- Ability to prepare and maintain accurate records.
- Skilled in planning and managing projects.
- Competent in analyzing issues and implementing solutions.

### **Knowledge**

- Basic math skills, including fractions, percentages, and ratios.
- Ability to read technical documents and compose various documents.
- Knowledge of accounting principles, business etiquette, and office methods.

### **Abilities**

- Capable of scheduling multiple activities and managing data.
- Adaptable to changing priorities and capable of working with diverse groups.
- Ability to maintain confidentiality and work with sensitive information.
- Strong communication skills to interact with the public, officials, and BPS staff.

### **Responsibility**

Provide information and support to teachers, staff, and parents. Collaborate with a multidisciplinary team to support student success. Have a continual impact on the organization's services.

### **Work Environment**

Some lifting, carrying, pushing, and pulling. Some stooping, kneeling, crouching, and fine finger dexterity. The job generally requires 80% sitting, 10% walking, and 10% standing. Work performed in a generally clean and healthy environment.

### **Experience**

Job-related experience with increasing levels of responsibility.

### **Education**

Community college and/or vocational school degree in a job-related area

### **Clearances**

Criminal Justice Fingerprint/Background Clearance.

### **FLSA Status**

Non-Exempt

### **Salary Grade**

SQ

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