SOUTHINGTON Public Schools

JOB DESCRIPTION

TITLE: Administrative Assistant

DEPARTMENT: Production/Maintenance/Purchasing

QUALIFICATIONS:

1. A minimum of a high school diploma.
2. Some college or post-secondary education is desirable.
3. Two to five years of successful experience as an administrative assistant.
4. Excellent computer skills, including knowledge of Microsoft Office™ (Word, Excel, etc.).
5. Demonstrate evidence of being in good physical health to meet the physical demands of the position. Must be able to lift 50 lbs.
6. Ability to work independently and to prioritize daily workload.
7. Excellent skills on office machinery including, but not limited to, large production equipment, color copier, laminator, fax, binding equipment, and U.S. Postage meter. Ability to troubleshoot problems as they occur.
8. Possess a valid Connecticut driver's license with a good driving record (past three years).
9. Excellent interpersonal and communication skills.

REPORTS TO:
Accounting Manager/Maintenance Foreman

JOB GOAL:
Provide quality, timely production of classroom materials, forms, and documents for the School District and Central Office. Efficiently process interoffice mail, incoming and outgoing mail, and packages for the Municipal Center. Assist in the Business and Operations offices.

PERFORMANCE RESPONSIBILITIES:

1. Prioritize and process production requests by ensuring use of proper paper type/color, number of copies, print in black and white or color, etc. Return completed copies to requestor in a timely manner.
2. Operate various office machinery with ease, including a large multifunction production copier, binding machine, laminator, fax, and postage meter.
3. Distribute all interoffice and incoming mail.
4. Deliver all incoming packages to School District and Town Offices within the Municipal Office, as needed.
5. Maintain safeguards over funds in the Central Office postage meter. Collect and process all outgoing mail using the postage meter while maintaining an accurate, daily accounting of postage costs by department. Deliver outgoing mail to post office daily.
6. Distribute the monthly postage meter report to the Town of Southington and the Business Office on the first day of each month.

Revised 3-14-96; Revised 4-10-06; Approved 5-11-06
Revised 5-14-14; Policy & Personnel: 5-15-14; Union: 5-19-14; Approved by BOE: 6-12-14
Revised 2-3-21; Approved by BOE: 4-22-21
Revised 12-31-24; Approved by BOE 2-27-25

7. Maintain a minimum inventory of required supplies for the production office, copier, and postage meter. Enter purchase requisitions to replenish supplies and postage funds as needed.
8. Complete outside mail deliveries as needed, including deliveries to the Board of Education members and to Town Hall. Run limited errands on behalf of the Central Office departments as requested.
9. Assist the maintenance and purchasing departments as assigned, including but not limited to, entering requisitions, approving purchase orders when complete, making/receiving phone calls, opening incoming mail and matching invoices for payment, etc.
10. Enter work orders into system as needed.
11. Make calls to vendors for service or repairs for the district.
12. Set-up for board or other meetings at the Municipal Center.
13. Perform Business Office tasks.
14. Perform any other job-related responsibilities as assigned by the immediate supervisor.

TERMS OF EMPLOYMENT:

1. Determined by the working agreement between the Southington Board of Education and Nutmeg Independent Labor Unions (NILU).
2. A twelve-month work year.

EVALUATION:

Performance of the job will be evaluated annually by the Accounting Manager with input from the Maintenance Foreman.

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