CATASAUQUA AREA SCHOOL DISTRICT

Support Services Staff *Support Staff Benefits*

Operations Administrative Assistant

Assignment: District
Department: Operations
Reports to: Director of Operations/Network Manager

Position Definition: The Operations Administrative Assistant is a full-time (12-month) position that provides administrative and logistical support across the District's Transportation, Technology, and Food Service operations. This individual ensures the continuity of daily support services and maintains compliance with district protocols. The Operations Administrative Assistant's duties include, but are not limited to, the following:

Essential Duties and Responsibilities:

Transportation

- ► Provide general office and clerical assistance to the Transportation Department.
- ► Assist the Transportation Supervisor in coordinating the daily operation of the transportation department.
- ► In the absence of the Transportation Supervisor, maintain Transportation depot operations, including driver coordination and telephone and radio communication during both morning and afternoon operations.
- ► Assist with tracking and inputting data in transportation systems, platforms, etc., and associated reporting.
- ► Prepare requisitions for the transportation department.
- ► Assist with payroll tasks.
- ► Assist with field trip logistics.
- ► Answer departmental phone calls and emails to ensure that all matters (requests for information, complaints, etc.) are addressed in a timely fashion.
- ► Attend departmental meetings.

Technology

- ► Provide general assistance and support to the Technology Department.
- ► Optimize inventory management to ensure accurate tracking and availability
- ► Assist with device deployment, including the enrollment and configuration of new student devices during seasonal intake.
- ► Assist with the coordination of device return, device replacement logistics, and technology disposal/recycling logistics.
- ► Assist and support staff with logging in, navigating, and completing required district training modules.
- ► Maintain the district copy room facility and generate specialized copies that require the equipment in that room.
- ► Complete/coordinate copy room machine maintenance and purchase orders.

Food Service

- ► Provide general office and clerical assistance to the Food Service Department.
- ► Assist with menu nutrition analysis and monthly menu publishing.
- ► Assist with payroll tasks.
- ► Assist with food and supply orders, including creating purchase orders and using telephone and computerized ordering systems.
- ► Transport deliveries between buildings as needed, using a district-owned vehicle.

Other

- ► Any other duties or responsibilities as assigned by the supervisor.

Qualifications

Education/Experience

- H.S. Diploma, experience in PC usage, typing, word processing, spreadsheets, and general office procedures.

Reasoning Ability

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized and non-standardized situations. Must be able to effectively deal with multiple individuals in a fast-paced office environment. Must also possess the ability to effectively communicate and coordinate with various teams within the District Office, school buildings, and general public.

Language Skills

- Ability to read and interpret documents such as safety rules, technical manuals, operating instructions, policy and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before individuals and employees of the organization.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and talk and hear. The employee frequently is required to use hands to handle or feel and reach with hands and arms. The employee is frequently required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. The employee is regularly required to use the phone, FAX, a computer, and document imaging equipment.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.