EAU CLAIRE AREA SCHOOL DISTRICT

OB DESCRIPTION

Job Title	Executive Assistant, Business Services
Department	Business
Reports To	Executive Director of Business Services
Classification	Hourly Non-Affiliated
Location	Administration Building
Salary	On Schedule
Length of Contract	12 Months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Executive Assistant of Business Services works directly with the Executive Director of Business Services to provide a high level of administrative support and confidentiality in district department activities.

Essential Job Functions

- Coordinates and communicates the department's expectations and works with other district staff, as directed by the Executive Director of Business Services
- Answers the phone, greets visitors, answers questions, and provides information as requested.
- Represents the Executive Director of Business Services through telephone, written, and personal contacts.
- Provides guidance and assistance to teachers, administrators, and community members in answering questions and uses good judgment in making appropriate decisions to respond to situations when an administrator is not available.
- Serves as a positive public relations advocate for the department, including dissemination of school/department information.
- Screens and summarizes content of incoming materials and specially gathered data. Briefs supervisor regarding important issues or conflicts; distributes outgoing documents and correspondence.
- Schedules and sets up meetings including arranging for and provides necessary materials for meetings as directed.
- Attends meetings and takes notes and minutes as assigned.
- Prepares materials for Board of Education meetings and various committees for Executive Director.
- Makes conference and travel arrangements for Business department and other District staff travel funded through the Business Services department.
- Ensures, in the supervisor's absence, that requests for action and information are handled or referred in a timely manner.

- Prepares and/or types proposals, reports, presentation material, forms, flyers, statistical summaries, and other documents and communications that are complex and non-routine.
- Creates graphical materials to communicate Business department activities.
- Maintains list of property owned by the District; maintains and updates all legal descriptions.
- Handles all aspects of the school board elections, including correspondence with the State of Wisconsin, municipalities in District, candidates, other election offices.
- Assists with contracts and related documents, secures appropriate signatures, and tracks documents through the approval process.
- Maintains transportation files, parent contracts in lieu of transportation; contract with transportation company.
- Establishes accounting systems and maintains records for all departmental budgets.
- Maintains accurate files and records and processes incoming correspondence as instructed.
- Maintains and monitors student accident/incident reports.
- Maintains, monitors, and files claims for insurance programs.
- Maintains list of vehicles owned and leased by the district.
- Maintains driver record file for all employees/volunteers who transport students.
- Compiles, reviews, and organizes the budget binder.
- Supports implementation of Department and District adopted tools.

Ancillary Job Functions

- Schedules appointments for the Executive Director of Business Services as needed.
- Acts as a backup for other Executive Assistants.
- Serves as notary public.
- Administers keys for Administration building.
- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Associate or Bachelor degree.
- Minimum of three years of related professional experience.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Associate or Bachelor degree in a related field.
- Five years or more of related professional experience.
- Advanced training in Microsoft Office programs.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Strong Microsoft Office (Excel, Word, PowerPoint, and Outlook) knowledge and ability to use Excel to provide reporting in various forms.
- Strong Adobe Acrobat knowledge and ability.
- Office management skills.

- Ability to multitask, adapt to change, and work independently.
- Ability to provide services with a high degree of confidentiality.
- Ability to interact with the staff, co-workers, and the public in a friendly, service-oriented manner.
- Ability to operate a variety of office machines.
- Ability to maintain and create content for Business Services department web pages.
- Ability to work a flexible schedule, including overtime when directed and approved by the Executive Director of Business Services.
- Demonstrates an understanding and use of differentiation in educational practices to address the achievement gaps.
- Ability to serve as a positive role model for students, demonstrating responsible and thoughtful behavior.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office environment and moderate noise levels.

Physical Requirements – The physical demands described below 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 essential functions.

- Regularly required to talk and hear.
- Frequently required to sit and work at desk/computer for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- May be required to grasp and reach.
- May be required to lift up to 10 pounds.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 4122.01 throughout his/her employment in the District.