

Administrative Assistant to the Assistant Superintendent of Human Resources

Purpose

The job of Administrative Assistant to the Assistant Superintendent of Human Resources is done for the purpose/s of providing administrative and secretarial support to the Assistant Superintendent of Human Resources; monitoring assigned activities; and providing information, recommendations and/or direction as requested by assigned administrator.

Qualifications

1. High School Diploma or equivalent.
2. Fingerprint Clearance through the Arizona Department of Public Safety.
3. Passed the pre-employment proficiency test with a 75% or better.
4. Strong oral and written communication skills.
5. Ability to work cooperatively with faculty and staff.
6. Ability to operate standard office equipment.
7. Ability to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use basic, job-related equipment.
8. Must possess computer skills including Word, Excel, and Power Point.
9. Ability to maintain confidential materials and information.
10. Knowledge of and adheres to all policies, regulations, and rules.
11. Ability to understand multi-step written and oral instructions.
12. Ability to work with a diversity of individuals and/or groups; work with similar types of data; and utilize specific, job-related equipment. In working with others, problem solving is required to identify issues and create action plans.
13. Preferred: Associate degree and two years Administrative Assistant experience or any combination of education and experience sufficient to successfully perform the essential duties of the job.
14. Bilingual preferred.

Essential Functions

1. Compiles data from a variety of sources (e.g., work orders, budget reports, specialized reports, personnel records, etc.) for the purpose of complying with financial, legal and/or administrative requirements.
2. Coordinates a variety of projects, functions and/or program components (e.g., meetings, conferences, travel and accommodations, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.
3. Maintains a wide variety of manual and electronic documents files and records (e.g., employee files, weekly reports, vacancy reports, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
4. Participates in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.

5. Prepares a variety of documents (e.g., correspondence, agendas, minutes, event programs, bulletins, reports, etc.) for the purpose of communicating information and/or creating documentation in compliance with established guidelines.
6. Processes documents and materials (e.g., time sheets, requisitions, departmental budgets, etc.) for the purpose of disseminating information in compliance with administrative guidelines and/or regulatory requirements.
7. Responds to a variety of inquiries from a variety of internal and external parties (e.g., employees, applicants, student teachers, etc.) for the purpose of providing information or direction and/or facilitating communication among parties.
8. Supports assigned administrative personnel for the purpose of providing assistance with their functions and responsibilities.
9. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge, and Abilities

SKILLS are required to perform multiple tasks with a potential need to 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.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; and concepts of grammar and punctuation.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate 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 standardized 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. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. 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; tracking 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.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 80% sitting, 10% walking, and 10% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

Responsible to:	Assistant Superintendent of Human Resources
Terms of Employment:	Twelve-months, full-time
Evaluation:	This position will be evaluated annually as outlined in Governing Board Policy.
FLSA Status:	Non-exempt.
Salary Range:	Support Staff Salary Schedule, Grade 30