



Bloomfield Public Schools

Bloomfield, Connecticut

Job Description

Position Title: Executive Assistant	
Reports to: Assistant Superintendent	Department/School: Central Office
Bargaining unit: Non-bargaining	
FSLA status (exempt/non-exempt): Non-Exempt	Work year: Full Year (12 months)
Position Summary: Offer comprehensive administrative support to the Assistant Superintendent and Director of School Improvement, handling a wide range of confidential, complex, and technical tasks. Serve as a key liaison with departments, staff, schools, external agencies, and the public, contributing to the efficient and effective functioning of the office.	
Essential Duties and Responsibilities: <i>This section is intended to describe general nature and level of work being performed by incumbent. This is not an exhaustive list of all duties and responsibilities that may be assigned. Bloomfield Public Schools reserves the right to amend and change responsibilities to meet educational and organizational goals.</i> GENERAL RESPONSIBILITIES: - Serve as a confidential executive assistant, managing calendars, schedules, and appointments, and screening calls. Arrange meetings and conferences as needed. - Assist with budget preparation by compiling expenditure estimates, organizing supporting data, and monitoring accounts to track spending, ensuring responsible financial management. - Design, establish, and maintain departmental information systems, including both physical and digital files using Microsoft Office. Prepare and generate reports as required. - Handle telephone and in-person inquiries, providing information and assistance with professionalism. Address and resolve complaints within the scope of authority or refer them to the appropriate parties. - Draft and initiate correspondence on various matters, leveraging a deep understanding of departmental policies, procedures, and district practices. Format, create, and edit correspondence and other written materials. - Operate office equipment, including copiers, fax machines, and computers; manage data input and retrieval, and maintain organized files. - Record and transcribe meeting notes as needed. SPECIFIC RESPONSIBILITIES OF THE INDIVIDUAL ROLE: - Process purchase orders and prepare departmental invoices for submission to Accounts Payable, ensuring accurate tracking of all payments against purchase orders. - Assist with time and attendance processes, along with routine tasks related to benefits and payroll, to support efficient office operations. - Facilitate logistics for district professional learning events, including scheduling, location coordination, catalog development, and equipment setup. Prepare and distribute related materials and resources. - Review and edit internal and external reports and presentations, ensuring accuracy, clarity, and compliance with organizational standards. - Provide additional support and perform other duties as assigned.	
Supervisory Responsibilities: None	

Qualifications/Competencies Required:

*The incumbent must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the skill, knowledge and/or abilities required. **

Education and/or Experience:

- Associates degree or equivalent required.
- A minimum of five (5) years previous experience in a related field.
- Benefits/HR experience preferred

Certifications/Licenses/Registrations Required:

- None

Other Skills and Abilities:

- Expertise in Microsoft Office programs, including Word, Excel, Outlook, and Google Workspace, as well as proficiency in other relevant technologies.
- Strong communication skills, utilizing clear, concise language with professional tact and diplomacy.
- Proven excellence in both written and verbal communication.
- Effective communicator across various levels and audiences.
- Competent in applying basic mathematical skills, including addition, subtraction, multiplication, and division as required.
- Ability to follow and execute instructions delivered in written or verbal form.
- Strong problem-solving skills with a focus on identifying and resolving issues efficiently.
- Ability to manage multiple tasks simultaneously while maintaining attention to detail.
- Capable of performing tasks independently with minimal supervision.
- Communicates clearly and courteously in both oral and written formats.
- Proven ability to uphold strict confidentiality standards.

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. **

- Regularly required to move from location to another location.
- Ability to file correspondence, reports, computer printouts etc. in containers or drawers ranging in height from 1" to 48" from the floor.
- Ability to carry, move and put away supplies and equipment weighing up to **10** pounds.

Work Environment: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.**

- Work is performed in a normal office setting. The noise level in the environment is usually moderate.
- Continuous interaction with the public and with staff members in and outside the department.
- Frequently required to meet multiple demands from different people/departments.

** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Confidentiality Clause

- **The ability to exercise the highest level of professionalism, and respect the confidential nature of information associated with a public school system.**

Employee Signature

Date