



Bloomfield Public Schools

Bloomfield, Connecticut

Job Description

Position Title: Administrative Assistant II	
Reports to: Building Principal or Designee	Department/School: Bloomfield High School
Bargaining unit: BFEP	
FSLA status (exempt/non-exempt) Non-exempt	Work year: 12 months or Extended School Year
<p>Position Summary: Coordinate and perform a variety of administrative and operational support duties for a specified unit/department/school, which require a range of skills and knowledge of organizational policies and procedures with minimal supervision. Greet and direct visitors, answer and direct calls. Utilize judgment to interpret organizational policy to resolve routine to complex inquiries or problems; serves as liaison with other departments/schools. Prepare a wide range of documents; compose, edit, and proofread correspondence and reports. Create and maintain spreadsheets, databases and produce reports. Establish and maintain departmental filing systems. May perform duties involving mathematical calculations and general accounting procedures.</p>	
<p>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></p> <ul style="list-style-type: none"> • Greet, determine needs and direct parents, internal staff and external visitors to correct destination and announce their arrival; • Accept and route telephone calls. • Answer inquiries, provide forms/information, or resolves problems concerning activities and/or operations of facility. • Follow through as required to meet routine needs of parents, students and staff. • Open and distribute incoming mail and prepare/process outgoing mail/packages. • Coordinate and schedule appointments, interviews, meetings or events; exercises discretion and judgment to coordinate calendars for multiple individuals, or groups. • Perform a variety of assignments utilizing personal computer to: prepare, transcribe, type, edit, revise and/or distribute agendas, minutes and/or documents; compose routine to complex correspondence and documents such as: forms, flyers, templates as needed. • Assist in compiling and maintain statistics, budget or data pertaining to organizational operations. • Establish, maintain, process and/or update files, records and other documents; copy and/or duplicate materials as requested; prepare and transmit facsimiles; proofread all work to ensure accuracy and neatness. • Anticipate, plan and coordinate activities to manage assigned administrative support responsibilities. • Maintain and expand own competencies by attending training sessions or educational programs as directed. • Maintain comprehensive knowledge of community resources and provide information. • Assists in other duties as needed and directed. 	
<p>Supervisory Responsibilities:</p> <ul style="list-style-type: none"> • 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:

- High School diploma or GED-Associates Degree preferred.
- Minimum of two to three years of experience in related field.

Certifications/Licenses/Registrations Required:

- None

Other Skills and Abilities:

- Skill and ability to plan, organize, prioritize and manage one's own time.
- Ability and willingness to use and to learn new software programs as dictated by the position.
- General math and accounting procedures.
- Skill in use of operating basic office equipment (e.g. copiers, fax machines, calculators, multi-function telephones).
- Communicate clearly and courteously, both orally and in writing.

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 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 school work setting. The noise level in the environment is usually moderate.
- Continuous interaction with students, staff and parents.
- Frequently required to meet multiple demands from different people/departments; prioritize based on urgency; seek supervisory assistance as appropriate.

** 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