

COUNCIL BLUFFS COMMUNITY SCHOOL DISTRICT
Position Description

Position Title:	Administrative Assistant to the Chief Communications Officer
Department:	Communications Department
Reports To:	Chief Communications Officer
Compensation:	Commensurate with Degree and Experience.
Calendar:	260 Days
Category:	Standard Hourly

SUMMARY

Provide administrative support to the Chief Communications Officer and other professional staff assigned to the Communications Department. May assist other departments within the Educational Service Center (ESC) as assigned.

ESSENTIAL DUTIES and RESPONSIBILITIES

Duties must be performed on site. Other duties or tasks may be assigned.

- Reports to work as scheduled on a regular and reliable basis.
- Answers the main phone line and routes callers to the appropriate extensions throughout the school district.
- Positively and professionally greets, screens and assists visitors.
- Performs general office duties including record keeping and data entry.
- Facilitates the district's volunteer approval process, including coordinating all volunteer background check forms, producing/distributing volunteer cards for all approved individuals, and providing each building with current volunteer lists.
- Assists the Chief Communications Officer in the District's annual policy review process, including recording all policy revisions, producing final copies for Board review, and maintaining all of the policies online.
- Creates and orders business cards for district personnel.
- Proofreads communications materials, including magazines, flyers, advertisements, etc
- Facilitates annual update of Elementary and District-Wide Handbooks
- Facilitates the ordering and inventory of student recognition stars, employee recognition trophies, and service milestones and retirement gifts.
- Handles confidential materials related to employee years of service and recognition.
- Builds and maintains relationships with businesses offering employee discounts. Update and maintain the discounts on district website
- Places office supply orders and processes coding for the department.
- Maintains the online calendar of district events.
- Coordinates catering for district recognition events.
- Coordinates travel and conference arrangements for the supervisor.
- Maintains files and records for the supervisor as needed.
- Updates and maintains the ESC meeting room calendar and signs
- Maintains the ESC phone lists and parking map
- Maintains the district resident mailing list.
- Serves as liaison to the Omni Centre for maintenance needs and security access cards
- Manages the calendar for team meetings.
- Runs errands or makes school deliveries on an occasional basis.

- Processes requests for student transcripts and school driving permits.
- Maintains staff directory on District website.
- Assists with district mailroom and copy center duties, including copying, collating, binding, laminating, mailing, and other copy center/mailroom functions.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma, general education degree (GED), or equivalent; previous experience working as an administrative assistant and/or in a business office preferred.

LANGUAGE SKILLS:

Ability to read, write and comprehend simple instructions, short correspondence, and memos. Ability to effectively present information in one-on-one and small group situations to staff, parents, students and administrators.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS:

Associates degree as an administrative assistant preferred.

OTHER SKILLS and ABILITIES:

Ability to work independently with minimal supervision. Ability to develop effective working relationships with staff, and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all District requirements and Board of Education policies. Ability to demonstrate initiative and creativity. Knowledge and experience working with computers and applications such as Word, Excel and Google Sheets/Docs. Ability to work in a fast-paced environment with multiple priorities.

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 reach with hands and arms 0 - 24 inches and on occasion up to 36 inches. The employee frequently is required to stand, walk, sit, talk and hear. The employee is occasionally required to use hands and fingers, handle, or feel objects, tools, or controls; climb or balance; and stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, distance vision and peripheral vision. The employee may be required to lift and/or move up to 50 pounds 0 - 12 feet and occasionally up to 20 feet, things such as binders, boxes of records, etc.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee will work indoors. The employee may on occasion be required to travel from one building to another for meetings. The noise level in the work environment is usually moderate but sometimes loud when office equipment is operating. The employee must work with other staff, continuously meeting multiple demands from several people.

The information contained in this job description is in compliance with American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.