

POSITION DESCRIPTION

Position Title: **Administrative Assistant**
Assignment: Assistant to the Executive Director
Department: Executive Office
Labor Relationship: CLIU Support Staff
Date Originated:
Date Revised: 01/12/1998; 04/2010; 06/2014; 03/2017; 12/2022
Date Removed:
Reports To: Assistant to the Executive Director

Position Definition: The **Administrative Assistant** shall provide administrative and clerical support to the Assistant to the Executive Director.

Relationship: The **Administrative Assistant** shall be responsible to the Assistant to the Executive Director.

Qualifications:

Education/Experience:

- ☒ Associate degree, preferred.
- ☒ High school diploma or GED, required.
- ☒ Notary certificate.
- ☒ Experience with various software programs, including Microsoft Office Suite.
- ☒ Minimum of five (5) years' administrative assistant experience.
- ☒ Minimum of one (1) year experience as an administrative assistant to a director/department head/administrator, preferred.

Skills/Knowledge:

- ☒ Proficiently utilizes Microsoft Office Suite.
- ☒ Demonstrates ability to work in a team environment.
- ☒ Demonstrates ability to multi-task within deadlines.
- ☒ Demonstrates ability to organize, plan, prioritize, and manage job responsibilities in order to complete assignments with minimum supervision.
- ☒ Exhibits excellent interpersonal skills, demonstrated by patience, understanding, and congeniality.
- ☒ Exhibits excellent oral and written communication skills.
- ☒ Demonstrates the ability to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- ☒ Demonstrates ability to complete tasks with attention to detail.
- ☒ Demonstrates ability to maintain confidentiality.
- ☒ Demonstrates the ability to exercise good judgment.
- ☒ Demonstrates the ability to follow instructions.

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Skills/Knowledge, continued:

- ☒ Demonstrates ability to provide the highest level of customer service, with patience and knowledge of the CLIU #21 internal and external customers.
- ☒ Ability to attend work regularly at assigned work hours subject to lawful leave rights and responsibilities.

Physical:

- ☒ Ability to stand, bend, stoop, sit, lift, reach, communicate (vision, hearing, and speech), and carry or convey sufficient weight to safely and effectively carry out functions, duties, and responsibilities.
- ☒ Ability to independently ambulate in office areas.
- ☒ Speaking and hearing ability sufficient to communicate effectively by phone or in person at normal volumes.
- ☒ Vision ability adequate to read correspondence, computer screen, forms, etc.
- ☒ Ability to travel to and from assigned work location without employer support.
- ☒ Ability to exhibit good manual dexterity to effectively carry out functions, duties, and responsibilities.

Authority: The **Administrative Assistant** will have the authority to perform all functions listed below in accordance with established policies and procedures.

Functions/Duties/Responsibilities: To perform this job successfully, an individual must be able to perform each essential function/duty/responsibility at acceptable standards. In accordance with both state and/or federal law, reasonable accommodations will be considered upon employee request.

Essential:

- ☒ Provides administrative/clerical support necessary to carry out functions of the Executive Office.
- ☒ Prepares and processes Assistant to the Executive Director's incoming and outgoing mail.
- ☒ Answers telephone calls, determines level of priority, and responds accordingly.
- ☒ Maintains and coordinates schedule for Assistant to the Executive Director.
- ☒ Implements and maintains an effective document management system, including confidential files.
- ☒ Coordinates the daily functions of the Executive Office, which includes, but is not limited to, greeting visitors, organizing data for Assistant to the Executive Director, and ensuring office is properly equipped with general office materials.
- ☒ Schedules, organizes, and/or prepares materials for activities, such as meetings, conferences, presentations, and negotiations for the Assistant to the Executive Director.
- ☒ Creates visual presentations for the Assistant to the Executive Director.
- ☒ Acts as a project coordinator for projects, as indicated by Assistant to the Executive Director, or proactively coordinates projects which are routine in nature. These functions may include, but are not limited to, preparing and disseminating materials, notices, and general information, making room reservations, coordinating schedules, preparing guest information, and preparing and maintaining record keeping.

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Essential, continued:

- ☒ Manages confidential and non-routine information, in accordance with office protocols.
- ☒ Maintains positive working relationships with CLIU #21 staff, district administrators, board members, and the public.
- ☒ Prepares purchase orders for Executive Office materials and supplies.
- ☒ Coordinates all aspects of Right to Know requests, responses, and appeals.
- ☒ Completes all duties, functions, and responsibilities, in accordance with Executive Office standards and procedures.

Secondary:

- ☒ 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 will be required to perform other duties as assigned.