



TITLE: Executive Assistant

POSITION INVENTORY: B 23

DEPARTMENT: Varies

FLSA STATUS: Non-Exempt

REPORTS TO: Department Directors and Administrative Coordinator

FT/PT: 8hrs/260 days

BASIC FUNCTION: This position provides project management and administrative support with minimal supervision. A high level of personal discretion and judgment in dealing with confidential matters is applied. This position serves as a liaison between department leadership and supervisors and employees to ensure accurate and timely communication of District information. This position monitors on-going projects and answers general questions, as necessary. The essential functions as shown below represent only the key areas of responsibility; specific position requirements will vary depending on the needs of the assigned department.

ESSENTIAL FUNCTIONS:

1. Compile and extract data from multiple sources, including department specific programs, merging it to create professionally acceptable reports, documents and presentations.
2. Coordinate and manage ongoing projects under the direction of department leadership.
3. Monitor and maintain financial activity and records relating to budgeting, purchasing and payroll.
4. Assist with meeting scheduling, documentation, and communication.
5. Answer incoming calls and emails, field questions and initiate follow up communication.
6. Be a critical thinker and problem solver with minimal or no direction.
7. Passion for learning and the ability to adapt skills to the changing needs of the organization.
8. Work across the organization to achieve common goals independently or in a team setting.
9. Communicate effectively and appropriately both verbally and in writing.
10. Work as part of an administrative support team.
11. Prioritize tasks and manage time effectively.
12. Demonstrate use of courtesy and tact in dealing with sensitive situations.
13. Maintain a clean and organized work space.
14. Attend work on a prompt and regular basis.
15. Maintain confidentiality.
16. Maintain satisfactory and harmonious working relationships with the public, students, and other employees.
17. Assist with other duties as assigned.

HIRING SPECIFICATIONS:

Required:

1. High School Diploma, HiSET or GED.
2. Three years of administrative support experience at an executive level.
3. Advanced experience and knowledge in working with Microsoft Office programs (Word, Excel, Outlook, Access, and PowerPoint).
4. Skilled in use of information system databases.
5. Skilled in use of common office equipment (copier, printer, scanner, fax machine and telephone).
6. Competency working in a culturally diverse environment or the willingness to acquire these skills.

Desired:

1. Experience and working knowledge of labor unions, collective bargaining and grievance procedures.
2. Experience with Infinite Campus, IFAS and Applitrack.

PHYSICAL DEMANDS:

		NEVER 0%	OCCASIONA L 1-32%	FREQUENT 33-66%	CONSTANT 67%+
A.	Standing			x	
B.	Walking			x	
C.	Sitting			x	
D.	Bending/Stooping		x		
E.	Reaching/Pushing/Pulling		x		
F.	Climbing/Stairs		x		
G.	Driving		x		
H.	Lifting (20 lbs)		x		
I.	Carrying (25 feet)		x		
J.	Manual Dexterity Tasks				
	Telephone			x	
	Computer			x	
	Other				
K.	Working Conditions				
	Inside				x
	Outside		x		
	Extremes of Temperature/Humidity		x		

All of the above duties and responsibilities are essential job functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Individuals may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.



 *Human Resources Generalist

Date: 11/22/2016

*This job description is not approved without the signature of a Human Resources Representative

Executive Assistant
 AMB
 Nov. 2016
 PARA