

Please Note:

This position falls under a broader Administrative Assistant job description used across multiple departments. The responsibilities outlined in this posting are specific to this position. A full version of the job description will be distributed upon hire

JOB DESCRIPTION

TITLE: Administrative Assistant

FLSA Status: Non-Exempt

REPORTS TO: Supervisor and/or designee

JOB SUMMARY

This position will act as the administrative assistant to the department program(s) and handle all typical clerical duties, including communication, recordkeeping and representing the program in a positive manner. To accomplish these tasks, the Administrative Assistant works closely with the staff and administration of the program and the ESD.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. ALL POSITIONS

- Responsible for front reception operation and by greeting guests and/or answering phones.
- Acts as administrative assistant for program director/coordinator for the strand and coordinates clerical help when assigned, including scheduling travel arrangements.
- Maintains awareness of department, program, district, and school calendars.
- Coordinates meetings, programs, or events specific to the department by communicating, arranging, and organizing all components as directed.
- Participates on committees or as a member of a team or attends meetings as requested. May represent the department manager at meetings in person, online or phone based.
- Composes and prepares pertinent correspondence, reports, minutes, and memoranda in appropriate format, applying knowledge of established departmental procedures and functions.
- Ability to develop marketing materials, distributes flyers and other promotional materials. Ability to design, research, write and edit newsletters.

- Applies knowledge of agency rules, policies, and procedures when working with internal and external customers.
- Manages and tracks department credit cards & travel reimbursement.
- Performs bookkeeping according to established account classification for department or program strands in addition to budget management, including processing and tracking purchase orders, budget account code management and cost tracking.
- Assists to ensure proper tracking and monitoring of grants, and contracts and, subcontracts; establish and maintain related recordkeeping and reports.
- Indexes and files correspondence, reports, and other materials for department or program strand.
- Receives and distributes mail, supplies, and other materials for department or program strand.
- Operates standard office equipment such as computer, printer, copier, fax machine, mail machine, scanner, etc. Uses appropriate software efficiently and effectively to accomplish work within the department or program strand.
- Ability to work efficiently with attention to detail.
- Completes department specific projects and tasks as directed by supervisor.
- Completes data entry per specific job duties.
- Adhere to workplace expectations
- Ability to work a flexible schedule and travel to and from school locations in the Douglas ESD service area.
- Other duties as assigned

QUALIFICATIONS

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 or equivalent. Minimum 2 years of experience in office work is preferred.
- **Interpersonal Skills:** Knowledge of augmentative and alternative communication techniques. Ability to appropriately communicate with diverse staff and others including outside agencies. Ability to work as part of a multidisciplinary team and collaborate well with others. Occasionally focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with students, staff, parents and the public. Ability to cultivate and model a respectful working and learning environment.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to staff and the public. Ability to verbally respond to common inquiries from staff and the public. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.

- **Mathematical Skills:** Ability to add, subtract, multiply and divide, using whole numbers, common fractions and decimals. Ability to calculate figures and amounts such as interest, proportions and percentages. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations. Ability to create and interpret bar graphs, pie charts and other representations of financial data.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to deal with problems involving several variables in a variety of situations. Ability to make decisions and exercise independent judgement on occasion.
- **Computer Skills:** Proficient knowledge of computer usage and MS Office 365 is required. Knowledge in Excel with the ability to learn complex formulas and pivot tables; ability to learn accounting software and various programs as needed.
- **Other Skills and Abilities:** Maintain regular and consistent attendance and punctuality. Ability to work in an environment with constant interruptions. Required to demonstrate the ability to work independently on occasion.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District including a valid Oregon Driver's License, if required. Ability to obtain a valid CPR/First Aid card.

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 noise level in the work environment is usually low to moderate, but occasionally high depending upon student population and activities. The employee is occasionally exposed to wet or humid conditions and outdoor weather conditions. Employee may be exposed to bloodborne pathogens.

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.

- Frequently required to walk, stand and sit
- Occasionally required to bend, stoop, kneel, climb stairs, crouch or crawl
- Regularly required to talk and hear
- Use hands for fine manipulation, handle or feel and reach with hands and arms operating a computer keyboard and mouse.
- Specific vision abilities required by this job include close vision, distance vision, color vision, night vision, ability to adjust focus and peripheral vision
- Regularly lift and/or move up to 15 pounds and occasionally up to 25 pounds.



This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope, but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services whoever and whenever necessary to ensure the success of the ESD's goals.

This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time with or without notice as it deems advisable, pursuant to Collective Bargaining Agreement.



Equal Opportunity Employer:

Douglas ESD recognizes the diversity and worth of all individuals and groups. It is the policy of Douglas ESD that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veteran's status, genetic information or disability in any educational programs, activities or employment.

Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990. Individuals with disabilities may contact the Human Resources Director for additional information or assistance.

Employee Statement:

I have reviewed the above position description and understand its contents.

I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.

I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I required accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the ESD regarding the requested accommodation(s).

Salary Classification: Classified – C Level

Last Revised: April 2022