

FRANCIS TUTTLE

Full-Time Personnel Job Description

Job Title: Administrative Assistant III

Date: April 2, 2026

Department: Skilled Trades

Prepared By: Stacie Maple

Reports Directly To: Instructional Director of Skilled Trades

Position Closing Date: Open until filled

Job Group: I

Salary Range: *\$36,075 - **\$45,161

Exempt

Certified

Non-Exempt

Grant Funded

Primary Function of Position: Provides administrative support to the Office of the Instructional Director. Supports the department and assumes the role of general office manager.

Embrace the Francis Tuttle Culture as reflected in the Mission and Vision statements, and continually portray the Core Values: Service, Trust, Aspiration, Respect and Responsibility.

Essential Job Functions:

1. Provides administrative support to the Instructional Director and Assistant Instructional Director, including managing guests, phone calls, processing mail, scheduling appointments, and organizing calendars.
2. Coordinates meetings hosted by the department including requesting appropriate room accommodations, arranging catering, creating agendas, taking notes in the meeting, documenting action items, sending out minutes, and following up on action items.
3. Performs word processing for documents, reports, and mailing lists for correspondence.
4. Prepares spreadsheets, presentations, and statistical reports.
5. Verifies departmental staff's monthly work records with leave records for accuracy including work records and pay for substitutes.
6. Manages the campus budget process by maintaining program operating budgets and the team's building fund budget.
7. Performs clerical duties such as filing, copying, scanning, faxing, ordering office supplies for the department.
8. Assists staff and instructors regarding student information needs such as attendance reports, transcripts, and certificates of completion.
9. Maintains a database of advisory committees, prepares correspondence, and provides assistance to instructional staff in preparation of advisory committee meetings.
10. Schedules internal meetings/events via EMS system.
11. Uses iVisions to create requisitions.
12. Handles tracking of purchase requisitions, incoming orders, and payment approval for purchase orders within an appropriate time frame.
13. Coordinates student membership enrollment for student organizations, works cooperatively across departments/campuses on registration and travel for state and national contests.
14. Works cooperatively with other staff members in support of the department and district's goals.
15. Attends and participates in staff development activities to include computer training and other school or departmental training initiatives.
16. Fields on-boarding to ensure new departmental employees have the resources and equipment to make their arrival the very best experience possible. Coordinate with other depts. for new employees to receive FT ID access cards and necessary keys for campus, building, and office access; and the return of FT property when employees resign/retire.
17. Runs or requests district reports.
18. Documents and updates all processes and cross train other personnel.
19. Coordinates communication with other operational and non-instructional personnel, including regular meetings.

20. Performs such other tasks and assume other duties and responsibilities as may be assigned from time to time, including participation in school committees, team meetings, and other district activities.
21. Utilizes sound judgment and decision-making skills.
22. Maintains professional competence.
23. Exhibits behaviors and communication styles consistent with the Core Values and Goals of the district.
24. Ability to be present on the job as described under work conditions and contract details.
25. Other duties as assigned.

Knowledge, Skills, and Abilities:

- High school diploma or equivalent required; Associates Degree preferred.
- Minimum of three (3) years related administrative experience required; five (5) years preferred.
- This position requires both possession of a valid Oklahoma Driver's license and the ability to independently drive to meetings, training locations, and other District campuses. The employee must also remain in compliance with District driving record policies.
- Proficiency in all Microsoft Office components (Word, Excel, PowerPoint, Outlook, Teams) with excellent proofreading, grammar, and spelling skills required.
- Experience working with departmental budgets preferred.
- Ability to prioritize workload effectively while working in a time-critical, high-pressure environment.
- Ability to understand and meet critical deadlines.
- Ability to manage multiple tasks or projects with a sense of urgency.
- Must be able to maintain confidentiality of information.
- Certified Public Notary or willing to become a CPN.
- Exceptional verbal and written communication skills.
- Ability to consistently deliver superior customer service and work quality to internal and external customers.
- Strong flexibility, time management, and organizational skills. Able to manage heavy workload.
- Ability to anticipate needs, be resourceful and have the ability to build strong employee partnerships within the organization.
- Ability to cultivate, build and maintain strong, working relationships with individuals or organizations, with diverse perspectives and backgrounds, adopting practices that promote diversity and equity, consequently maximizing opportunities for student engagement and motivation.
- Functional knowledge of the Oklahoma Career Tech system preferred.

Working Conditions: Concentrated visual effort is encountered on a daily basis with moderate physical activity. Direct contact with the internal and external customers required. Reliable, dependable and punctual attendance. This is not an exhaustive list and reasonable accommodations will be made as needed.

Organizational Relationship: Full-time, non-exempt personnel position reports directly to the Instructional Director of Skilled Trades.

Contract Details: Twelve-month contract subject to annual renewal. Working days and hours are Monday through Friday, 7:30 a.m. – 4:00 p.m.

Contact:

Human Resources
12777 N. Rockwell Avenue
Oklahoma City, Oklahoma 73142
(405) 717-4625

Only persons of interest will be contacted.

Disclaimer:

"The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. This information is not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified."

Equal Opportunity E-Verify Employer