

Administrative Assistant

Purpose Statement

The job of Administrative Assistant is done for the purpose/s of providing a wide variety of complex and confidential administrative and secretarial support; communicating information on behalf of and acting as a liaison for assigned Administrator to/with school district staff, other school districts, auditors, public agencies, the public, etc.

Essential Functions

- Analyzes and reviews a variety of processes for the purpose of ensuring compliance with established regulations and/or making appropriate assignments.
- Compiles data from a variety of sources for the purpose of complying with financial, legal and/or administrative requirements.
- Composes a variety of complex documents (e.g. correspondence, agendas, minutes, event programs, bulletins, reports, etc.) for the purpose of communicating information to district personnel, the public, etc.
- Coordinates a variety of programs and/or activities (e.g. legal review of contracts, board items, agreements, meetings, site in-service day activities, workshops, travel and accommodations, conferences, etc.) for the purpose of ensuring availability of facilities and/or equipment and delivering services in conformance to established guidelines.
- Evaluates potentially volatile situations (e.g. involving staff, students, parents, the public, etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- Maintains a wide variety of confidential documents, files and records for the purpose of providing up-to-date reference and audit trail.
- Maintains detailed spreadsheets for the purpose of monitoring various accounts, grant funds and budget analysis.
- Maintains inventories of supplies and materials for the purpose of ensuring items' availability.
- Monitors assigned activities and/or program components for the purpose of coordinating activities and ensuring compliance with established financial, legal and/or administrative requirements.
- Prepares a wide variety of reports, exhibits and correspondence for the purpose of documenting activities, providing written reference and/or conveying information.
- Presents information on administrative procedures, services, regulations, etc. for the purpose of training and orienting other personnel and/or disseminating information to appropriate parties.
- Responds to inquiries, including answering the telephone and/or telephone system, e-mails/memos for the purpose of resolving problems, providing information and/or referring to appropriate personnel.
- Schedules a variety of activities (e.g. meetings, conference registrations, workshops, travel arrangements, facilities usage, etc.) for the purpose of assisting in meeting staff professional development needs/requirements and ensuring the efficient utilization of funds, personnel, equipment and/or facilities.
- Serves as a liaison to committees and/or organizations on behalf of administrator for the purpose of conveying and/or gathering information required for district operations.

- Supports assigned administrator/s for the purpose of providing assistance with their administrative functions.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using job related software applications, preparing and maintaining accurate records; and planning and managing projects.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles; business telephone etiquette; common office machines; and concepts of grammar and punctuation; and office methods and practices.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities, communicating with diverse groups, maintaining confidentiality, meeting deadlines and schedules, setting priorities, working as part of a team, and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; supervising the use of funds. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education: High school diploma or equivalent.

Equivalency: .

Required Testing:

Pre-employment Proficiency Test

Certificates and Licenses

Clearances

IVP Fingerprint Clearance Card Required,
Measles/Rubella Immunity/Vaccination
Valid form I-9

Continuing Educ. / Training:

FLSA Status

Non Exempt

Approval Date

Salary Grade

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