



ADMINISTRATIVE ASSISTANT, SENIOR

Rev. Oct 2025

Job No.: 5702

Reports to: Department Supervisor

Dept./Campus: Assigned Department

FLSA Status: Non-exempt

Pay Grade: 507

Term: 226 Days

PRIMARY PURPOSE:

To provide high-level administrative support to the Executive and facilitate the efficient operation of their work and department. Handle confidential information and maintain outstanding, professional communication with multiple stakeholder groups.

MAJOR RESPONSIBILITIES AND DUTIES

- Provide administrative support to the Executive and department staff, including handling correspondence, creating presentations, reports, scheduling, project management and meeting logistics.
- Manage the Executive's calendar, email and daily work schedule. Some positions require managing department calendars and meetings.
- Act as a liaison for the public, outside agencies and other district staff.
- Handle calls and emails with guardians, employees or community members and direct concerns to the appropriate person.
- Provide leadership and customer service for others in ambiguous and challenging situations.
- Assist with recruiting and hiring department staff, job posting requests, scheduling interviews, preparing and maintaining interview documentation and onboarding of new team members.
- Help prepare and manage the department's budget; handle basic accounting tasks, purchases, track payments and travel requests. Some positions may require payroll processing, absence management and reconciliation of hourly employee timecards.
- Arrange travel and conference registrations for the Executive and department staff.
- Draft memos/emails, routine correspondence and create and finalize reports and presentations for the Executive.
- Coordinate, edit and oversee the submission of Board Agenda documents for Board Meetings.
- Schedule and coordinate logistics and provide leadership support for committee meetings, retreats, staff development, and leadership meetings. This includes booking rooms, ordering supplies or food.
- Coordinate workflow, manage projects, foster collaboration and effective communication across departments and central office administrative teams.
- Support district initiatives and support other departments as needed and assigned.
- Maintain and manage departmental records in accordance with district, state and federal regulations.
- Maintain confidentiality of information.
- Demonstrate regular and prompt attendance. This position involves periodically working outside normal business hours.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- None.

GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

- Graduation from an accredited high school or GED. Some college preferred.
- Significant experience in administrative support for executive level staff preferred.

Knowledge/Skills/Abilities:

- Knowledge of word processing, data entry, and file maintenance skills, including the ability to maintain accurate and auditable administrative, financial, and student records; and basic bookkeeping/accounting principles and practices.
- Skill in organization; interpersonal relations; and communicating pleasantly and effectively with the public, parents, and staff members.
- Ability to maintain confidentiality; use personal computer and software to develop spreadsheets, maintain and update databases; accomplish word processing tasks; prepare presentations; and access e-mail and Internet applications.

Mental/Physical/Environmental Demands:

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- Needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Frequently communicates with other employees or public.
- Must be able to exchange accurate information.
- Ability to understand, remember, and communicate routine, factual information.
- Ability to organize and prioritize own work schedule on short-term basis.
- Ability to make decisions which have moderate impact on immediate work unit.
- Ability to compose letters, outlines, memoranda, and basic reports and/or to orally communicate technical information.
- Ability to communicate with individuals utilizing a telephone, computer, or other electronic device.
- Use standard office equipment including personal computer and peripherals.
- Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.
- Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching.
- Occasional light lifting and carrying (less than 15 pounds).
- Work with frequent interruptions.
- Maintain composure and professionalism at all times.