



LIBERTY HILL ISD

Office of Human Resources

Job Description: Administrative Assistant to Student Support Services, Executive Director of SSS

Job Title: Administrative Assistant to Student Support Services, Executive Director of SSS

FLSA: Non-Exempt

Reports to: Executive Director of SSS

Funding Source: Local

Dept/Campus: Student Support Services

Pay Grade: 206

Date Revised: February 2024

Service Calendar: 226 days

PROFILE OF A LIBERTY HILL EDUCATOR

Liberty Hill ISD Educators are compassionate leaders, effective collaborators, adaptable thinkers, determined problem-solvers, and skilled communicators.

PRIMARY PURPOSE

Under moderate supervision, provide a wide variety of complex and confidential administrative and secretarial support, communicating information to school district employees, students, parents and others as required, and to assist in ensuring compliance of department/program activities with legal, administrative and District policy requirements.

QUALIFICATIONS

Education/Certification

- Graduation from high school.
- College level coursework in business, word processing, and office procedures preferred.

Knowledge/Skills/Abilities

- Proficient skills in keyboarding, data entry, word processing, and file maintenance
- Ability to describe problems and work orally, or in writing, to supervisor as required
- Ability to use software, including but not limited, use of Google Platforms, to develop spreadsheets and databases and word processing
- Ability to prioritize workflow to address the multiple needs of the supervisor or the department
- Ability to multi-task numerous complex administrative activities
- Basic math skills
- Effective communication and interpersonal skills
- Ability to carry out instructions furnished in written or oral form from all sources including, but not limited to, Executive Director, Director, Coordinators, and other departments.



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- Ability to maintain confidentiality of information regarding students, employees and others
- Organizational and time management skills

Experience

- Successful experience with office management in related areas is preferred.

MAJOR RESPONSIBILITIES AND DUTIES

- Prepare correspondence, forms, reports, manuals, and presentations for the department head and other department staff members.
- Compile, maintain, and file all reports, records, and other documents as required in an organized format for easy retrieval.
- Create spreadsheets or other documents for use by the department to assist in managing or presenting information.
- Perform all bookkeeping tasks and maintain department budget records. Prepare and process department purchase orders and payment authorizations.
- Order, distribute, and inventory of office supplies and department equipment.
- Assist with budget preparations and maintaining department up to date budget records. Maintain up to date records regarding balances for accounts.
- Process contracts per guidelines from the business / finance department.
- Answer and respond to incoming calls, assist callers, take reliable messages, and route to appropriate staff.
- Maintain a schedule of appointments and make travel arrangements for department staff.
- Make meeting arrangements for department activities including preparing materials, scheduling and setting up facilities, and arranging equipment.
- Maintain up to date information on the department website.
- Receive, sort, and distribute mail and other documents to department staff.
- Attends meetings as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Monitor and process personnel time records including leave requests and reports.
- Maintain confidentiality of information regarding students, employees and others.
- Follow district safety protocols and emergency procedures.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- None.



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MENTAL/PHYSICAL & ENVIRONMENTAL DEMANDS

- **Tools/Equipment Used:** Standard office equipment including personal computer (PC), and peripherals
- **Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting
- **Motion:** Repetitive hand motion; frequent keyboarding and use of mouse; occasional reaching
- **Lifting:** Moderate lifting and carrying (up to 50 pounds)
- **Environment:** May work prolonged or irregular hours; occasional district wide travel
- **Mental Demands:** Work with frequent interruptions and in a area that is not private; maintain emotional control under stress, ability to maintain emotional control and prioritize tasks with multiple sources of requests and frequent interruptions

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.

Employee Name (printed): _____

Employee Signature: _____ Date: _____