



OaklandSchools

**Position Opening
GENERAL ANNOUNCEMENT
Project/Department Assistant
Special Populations
Posted February 23, 2018**

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| Job Title: | Project/Department Assistant |
| FLSA Status: | Non-Exempt |
| Salary Range: | Market Range 3 |
| Performance Area: | Educational Services |
| Department: | Special Populations |
| Supervisor Title: | Supervisor of Special Populations: Special Education |

Position Summary: Provide project coordination/management on assigned strategic department projects including maintaining communication with internal and external stakeholders and performing various secretarial/administrative support tasks as assigned.

Essential Functions and Tasks:

- Take a lead role in maintaining communication within and between departments, with LEA staff and general public, answering questions and providing information concerning programs and services.
- Participate in planning, decision-making and problem solving with department members and stakeholders.
- Assist in coordination, implementation, management and documentation of department goals and priorities.
- Assist in the development and maintenance of departmental standard operating procedures.
- Assist in defining project objectives, timelines, and development of tracking systems.
- Report operational concerns to Supervisor and make recommendations for resolution.
- Assist in the coordination and/or daily operations of assigned function(s).
- Provide project coordination/management on assigned projects by documenting short and long term planning processes, defining project objectives and timelines, developing/maintaining tracking systems, developing forms and procedures, and the like.
- Provide support for department meetings, activities and events including preparation of agendas, preparation/assembly of required materials, coordination of event logistics, registration of participants, and recording of meeting minutes.
- Assist in the development of multimedia presentations, materials, brochures and handouts.

- Prepare correspondence, reports, forms, and other documents which may be confidential in nature.
- Maintain communication with internal and external stakeholders regarding assigned projects.
- Prepare and coordinate contracts with independent contractors.
- Copy/duplicate materials; prepare and transmit facsimiles.
- Process purchase orders; order departmental supplies as needed.
- Establish, maintain, and/or update department files, records, and/or databases including information which may be confidential in nature.
- Compile and maintain department statistics; generate related reports.
- Assist with preparation of the annual departmental report.
- Execute various accounting procedures including tracking departmental expenditures, processing purchase orders, maintaining expense accounts, reconciling invoices, processing contractor invoices, transferring funds, monitoring/updating budget(s), and the like.
- Assist in the development, management and documentation of assigned budgets.
- Assist individuals, in person and over the phone, providing information and assistance; refer requests of an unusual nature to the appropriate person.

Job Qualifications:

- High school diploma or general education degree (GED). Associate’s degree preferred.
- Two or more years of related experience.
- Ability to properly operate required office equipment such as a personal computer, fax machine, copier and the like.

In addition to the qualification requirements set forth in this job description, the incumbent is also required to meet the “Key Work Competencies” expectations of Oakland Schools.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified. Incumbents may be asked to perform additional duties as required by his/her supervisor.

Employment Terms:

Twelve month work year. Salary based on the Progression Increment Salary System, Market Range 3 with an hourly range of \$19.657 to \$22.478.

Application Deadline:

Letters of interest and resumes will be accepted until 4:00 pm, March 9, 2018 or until position is filled.

Apply To:

- **Go to:** <https://oakland.k12.mi.us/employment/job-postings/pages/default.aspx>
- **Click** “View all Open Positions in OHRC Districts”
- **Click** “Broken Down by District”, **Click** “Oakland Schools”
- **Click** on Desired Position and on the “**Apply**” button in the upper right corner and follow prompts.

For questions regarding this position please contact Alicia Beck at 248.209.2143.

Oakland Schools does not discriminate on the basis of sex, race, color, national origin, religion, height, weight, marital status, sexual orientation (subject to the limits of applicable law), age, genetic

information, or disability in its programs, services, activities or employment opportunities. Inquiries related to employment discrimination should be directed to the Assistant Superintendent of Human Resources, Personnel Management and Labor Relations at 248.209.2429. Title IX complaints should be directed to the Manager/Supervisor, Career Focused Education at 248.209.2160. For all other inquiries related to discrimination, contact the Executive Director of Legal Affairs at 248.209.2062. All complaints may be addressed to 2111 Pontiac Lake Road, Waterford, MI 48328-2736.

Before you submit your resume and letter of interest, please read the following important instructions/information:

- Please indicate in your letter of interest how you found out about this position opening and the title of the position you are applying for.
- If you are selected for a first round interview, Oakland Schools will contact you via telephone after the initial posting closing date. Resumes submitted on or prior to the initial posting closing date will be given first consideration.
- If you currently subscribe to a privacy manager telephone service, please be advised that this service may hinder Oakland Schools' ability to contact you for the purpose of scheduling an interview.