



# ***Pecos-Barstow-Toyah*** ***Independent School District***

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**Job Title:** Administrative Assistant - Operations  
**Reports to:** Assistant Superintendent of Operations  
**Dept./School:** Operations

**Exemption Status/Test:** Nonexempt  
**Pay Grade:** Clerical/Paraprofessional  
**Date Revised:** 04/07/2026

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## **Primary Purpose:**

Work under minimum supervision to provide advanced clerical services to the Assistant Superintendent of Operations. Handle confidential information and engage in frequent contact with all levels of district employees, outside agencies, and the general public.

## **Qualifications:**

### **Education/Certification:**

- High school diploma or GED

### **Special Knowledge/Skills:**

- Knowledge of school district organization, operations, and administrative policies
- Ability to read and comprehend instructions, correspondence, and memos
- Ability to make independent decisions regarding planning, organizing, and scheduling
- Excellent public relations, organization, communication, and interpersonal skills
- Ability to use software to develop spreadsheets, perform data analysis, and do word processing
- Ability to multi-task numerous complex administrative activities

### **Experience:**

- 3 years secretarial experience, preferred.

## **General Responsibilities and Duties:**

- Regular attendance and punctuality
- Support and align work with the mission, vision, and beliefs of the District.
- Follow and support Board Policies in areas of related responsibility.
- Ensure District resources are managed effectively to maximize resources for student learning.
- Share in the development and implementation of District success plans.
- Actively participate in ongoing development to improve work quality and District contribution.
- Model integrity, work ethic, and professionalism as a suitable example for PBT-ISD students.

## **Major Responsibilities and Duties:**

### **Clerical Support**

1. Prepare correspondence, forms, manuals, reports, presentations, and other documents for the Assistant Superintendent of Operations.
2. Schedule appointments and maintain the Assistant Superintendent of Operations's calendar.
3. Set up meetings including reserving the venue, preparing materials, and arranging for refreshments and catering as needed.
4. Make travel arrangements including making hotel reservations and turning in conference registration forms.
5. Compile, maintain, and file all reports, records, and other documents as required.

### **Reception and Phones**

6. Receive incoming calls, take reliable messages, and route as appropriate



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7. Respond to routine inquiries from the public and staff and refer appropriate inquiries or problems to the Assistant Superintendent of Operations or other administrators.

## **Policy, Reports, and Correspondence**

8. Compile pertinent data used to prepare various required state and local reports.
9. Prepare purchase orders and payment authorizations as directed.
10. Compile, maintain, and file all reports, records, and other documents as required.

## **Other**

11. Comply with policies established by federal and state laws and regulations, and local board policy.
12. Sort, distribute, or deliver mail and other documents.
13. Maintain confidentiality.
14. Comply with policies established by federal and state law, State Board of Education, and local board policy.
15. Follow district safety protocols and emergency procedures.
16. Other duties as assigned by the Assistant Superintendent of Operations

## **Supervisory Responsibilities:**

None.

## **Mental Demands/Physical Demands/Environmental Factors:**

- Tools/Equipment Used: Standard office equipment including personal computer and peripherals
- Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting
- Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching
- Lifting: Occasional light lifting and carrying (less than 15 pounds)
- Environment: May work prolonged or irregular hours; occasional districtwide travel
- Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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*This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.*

Reviewed by: \_\_\_\_\_

Date: \_\_\_\_\_

Received by: \_\_\_\_\_

Date: \_\_\_\_\_