

JOB TITLE: Administrative Assistant- Director

STATUS: Non-exempt

REPORTS TO: Department Director Assigned

TERMS: 240 Days

DEPARTMENT: Central Administration

PAY GRADE: AS204

PRIMARY PURPOSE:

Ensure efficient operation of the district-level office and provide clerical services for the director assigned.

QUALIFICATIONS:

Education:

High school diploma or GED

Special Knowledge/Skills:

Proficient keyboarding and file maintenance skills

Ability to use software to develop spreadsheets, databases, and do word processing

Ability to maintain accurate and auditable records

Knowledge of basic accounting principles

Ability to follow verbal and written instructions

Ability to perform a variety of tasks often changing assignment on short notice

Effective organizational, communication, and interpersonal skills

Experience:

One to three years of secretarial experience

MAJOR RESPONSIBILITIES AND DUTIES:

1. Prepare department communications, correspondence, forms, manuals, reports, purchase orders, and payment authorizations following district standards and requirements.
2. Maintain department calendar of events.
3. Compile, maintain, and file all reports, records, and other documents as required.
4. Receive incoming calls, take reliable messages, and route to appropriate staff.
5. Schedule meetings and appointments and maintain calendar for director.
6. Prepare and make cash deposits for activity account(s). May be responsible for maintenance of activity check register(s) and ledger(s).
7. Assist with department budget preparation and maintain accurate records of expenditures. Prepare and process purchase orders and receive, store, and issue supplies and equipment.
8. Maintain inventory of fixed assets, equipment, and supplies.
9. Assist with planning, preparation, and setup of meetings.
10. Monitor the work of clerical staff, if assigned. Acting as office manager when necessary.

11. Sort, distribute, or deliver mail and other documents.
12. Maintain confidentiality.
13. Follow district safety protocols and emergency procedures.
14. Accurate and consistent use of Time Clock Plus (TCP) and Frontline.
15. Performs other duties as may be assigned.

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 (up to 35 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required.

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

Printed Name

Signature

Date