

Pflugerville Independent School District - Job Description

Job Title/Position:	Associate, Executive Administrative	Department/School:	Administration
Pay Information:	Clerical/Paraprofessional Salary Schedule	Supervised By:	Designated Supervisor
FLSA:	Non-Exempt	Date Revised:	January 2020

Primary Purpose:

Provide office and administrative support for a district leadership.

Minimum Qualifications (Experience/Education/Certification):

High school diploma or GED; three years of related experience.

Major Responsibilities:

1. Provide direct administrative support to one or more administrators; schedule appointments; arrange meetings and reserve meeting space.
2. Create and maintain a variety of documents, records, files, manuals, and other material, often containing confidential material.
3. Develop and maintain a variety of publications, forms, and processes.
4. Maintain and monitor financial and program records.
5. Compose and create correspondence and reports; compile and format information; design spreadsheets and databases; prepare, process and distribute a variety of materials; perform special projects when requested.
6. Perform skilled word processing, data entry, and typing.
7. Answer telephone and assist visitors; provide customer service to staff, students, parents, administrators, guest teachers, and the community; answer informational inquiries.
8. Place and screen telephone calls for supervisors; relay information and keep school staff informed of matters.
9. Provide back-up and peak load assistance to office staff; perform general bookkeeping.
10. Follow Educator Code of Conduct & all policies, procedures, laws and State/Federal regulations.
11. Perform other duties as assigned.

Special Knowledge/Skills:

- Knowledge of all applicable federal, state, and local laws, guidelines and procedures
- Knowledge of administrative support and file maintenance techniques
- Knowledge of basic accounting principles and office management
- Skill in communicating effectively with others
- Skill in working with various types of equipment including, but not limited to personal computers, fax machines, calculators, printers
- Skill in working with word processing and spreadsheet computer applications
- Skill in working in collaborative team based environments

Supervisory Responsibilities:

None

Working Conditions (Mental Demands/Physical Demands/Environmental Demands):

Prolonged use of computer; repetitive hand motions; maintain emotional control under stress; must be able to lift and/or carry at least 30lbs.

The foregoing statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, knowledge, skills, and abilities required.

Employee's Signature: _____

Date: _____

Employee's Printed Name: _____