JOB DESCRIPTION
SAU 29

LOCATION: SAU 29

POSITION TITLE: Senior Administrative Assistant

REPORTS TO: Senior Administrator, as assigned

SUPERVISES: N/A

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:
- Fundamentals of administrative procedures and process development, data/quality control, work scheduling and office organization.
- Applicable sections of the State Education Codes, district policies and other applicable laws.
- Advanced office procedures, including filing systems, record keeping systems, business correspondence, and reporting formats.
- Advanced technology related to administrative and financial record keeping, databases, text processing, reporting and presentation programs.
- Budget administration.
- English composition, usage, syntax, spelling, grammar, and punctuation.
- Public relations and customer service principles and practices.

Skills and Ability to:
- Perform professional level administrative staff work and difficult executive secretarial duties in a large and complex organizational structure.
- Plan and organize workflow, schedules, and procedures for the administrative office.
- Carry on several simultaneous assignments, with close attention to schedules and deadlines.
- Analyze problems accurately and adopt an effective course of action.
- Work independently, with little direction exercising good judgment in relieving the administrator of important administrative details and communication.
- Gather and organize complex materials and summarize in understandable narrative, graphic, and statistical form for discussion or action.
- Compose and edit a wide range of narrative reports, correspondence, bulletins, agenda items, and similar materials.
- Read, interpret, explain, and follow rules, regulations, policies, and procedures.
- Maintain confidentiality of sensitive or privileged information.
- Keyboard at a level of proficiency required for successful job performance.
- Operate technology and peripheral equipment and use of advanced functions of standard and specialized software with efficiency and accuracy.
- Develop and maintain effective records management systems.
- Make arithmetic calculations with speed and accuracy.
- Communicate effectively both orally and in writing.
- Understand and carry out oral and written instructions.
- Establish and maintain an effective working relationship with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience which demonstrates possession of the knowledge, skills and abilities stated above, and the ability to perform the duties of the position. A typical qualifying entrance background is four years of increasingly responsible office management and executive secretarial experience in a complex organizational structure AND completion of course work or formal training in the areas of word processing, desktop publishing, spreadsheets, graphics, and administrative office organization. Completion of course work leading to an Associate of Arts major in secretarial science, office technology, or a closely related field is desirable and may be substituted for two years of the administrative support experience. College level course work leading to a degree in business administration, office management, communications, or a related field may be substituted for up to three years of the required experience on a year-for-year basis (30 semester units of approved course work is equal to one year).

JOB GOALS:

The Senior Administrative Assistant performs complex executive level secretarial work in support of a Senior Administrator, who assigns varied professional-level administrative staff work, and delegates the position to act and make decisions on behalf of the administrator in accordance with instructions, precedent, established policies and procedures. The Senior Administrative Assistant has an understanding of the programs, the philosophy, plans and priorities of the administrator and is able to exercise good judgment. Incumbents are regularly assigned administrative staff assignments and special projects which are performed independently and which require initiative, the development of an in-depth understanding of specialized areas of the work, and an advanced level of technology skill. In addition, incumbents are expected to compose difficult correspondence and statistical and narrative reports for approval, to make decisions in scheduling the time of the administrator, to screen work submitted to the office for conformity with policy, regulation and procedure, returning to the originator work which does not comply with established standards, and to use judgment and highly developed skills in communicating with a broad range of people on behalf of the administrator.

PERFORMANCE RESPONSIBILITIES:

- Organizes and manages the workflow of the office, assuring efficiency and quality of administrative support operations.
- Plans, develops, improves, and implements processes to complete assigned projects and ongoing operations of the office.
- Coordinates work of the office with departmental offices and the Office of the Superintendent.
- Performs specialized administrative staff work and special assignments.
- Collects information, statistical data, and backup material and prepares and edits statistical, financial, and administrative reports and correspondence for approval.
- Responds to media, public, staff and governmental agency requests for information.
Interviews callers, both in person and on the telephone; screens and refers to other individuals as appropriate; receives highly complex messages and technical reports from a variety of sources, such as attorneys, State Department officials, city and county officials, department managers, etc., and transmits the information to the administrator in written summary form and in oral communication.

Schedules appointments and meetings of the Senior Administrator; uses discretion in evaluating the relative importance of requests for appointments and makes and reschedules appointments, as appropriate; initiates calls to obtain and transmit information; makes travel and hotel arrangements.

Provides authoritative information to administrators, other employees, students, parents and the public as necessary; interprets and explains State and Federal laws and guidelines, and District policies, programs, rule, and procedures; maintains an understanding of the programs and functions of the division and their relationship to the district/program operations as a whole; serves as a resource to others by understanding and verbalizing the philosophy, standards, and expectations of the Senior Administrator to guide others in answering questions, resolving problems, and making plans.

Plans, organizes, prepares, and assembles Board agenda items and reports of the office and division; maintains follow-up files to ensure the timely placement of items on the agenda; reviews Board agenda materials submitted by staff for conformance with requirements and standards, making corrections or returning the materials to the originator, as appropriate; gives direction to staff to insure timely and accurate materials for the Board.

Prepares and distributes meeting notices and agendas; attends meetings, workshops and conferences as assigned; prepares and distributes comprehensive business minutes and summaries of meetings; reminds administrators of assignments and deadlines; uses discretion to extend deadlines; gives direction to staff on behalf of the Senior Administrator to insure that urgent issues are addressed in a timely manner, that assignments are completed, and that decisions are implemented in accordance with direction given by the Senior Administrator.

Takes and transcribes letters, reports, bulletins, and memoranda, including material of a confidential nature; composes and formats correspondence and reports, including that of a confidential nature, from notes, rough drafts, or verbal instructions.

Gathers, compiles and analyzes data, enters data in appropriate systems using advanced database, text processing, desktop publishing, graphics, and specialized software; prepares records, data, and reports maintained in a variety of formats, such as graphic, statistical, and narrative; updates, prints and distributes periodic reports, lists, and schedules. Completes a variety of forms, following departmental and district processes to obtain services and materials and to receive and transmit information; contacts vendors for pricing and delivery information; and plans processes for large projects. Establishes comprehensive files for each program administered by the department.

Professionally prepares, edits, and proofreads correspondence, grant and project applications and reports, budgets, meeting minutes, staff performance evaluations, contracts, bulletins, reports, forms, lists, labels, envelopes, programs, and other documents; uses advanced functions of text processing, database, and spreadsheet software; uses specialized business software programs; enters data electronically to maintain databases and generate documents and reports.

Develops and administers approved budgets; monitors purchase and personnel requests for availability of budgeted funds and program guidelines and plans; prepares and maintains an up-to-date record of budget expenditures and account balances for the assigned programs.
• Maintains complex and confidential files and records.
• Receives, sorts, and distributes mail; orders, receives, stores, and distributes supplies and testing materials; operates standard office equipment such as photocopiers, FAX, calculators, computer, printer, postage meter, and other equipment; establishes and maintains filing systems.
• Participates in mandated training programs.
• Performs related work as required.

SPECIFIC SENIOR ASSISTANT RESPONSIBILITIES:

Assistant to Superintendent’s Office
• Provides support for the school board of committees (Policy, Education, and Special).
• Works with other Senior Administrative Assistants to manage Board meetings and documents.
• Provides support for principals and various committees.
• Assists with coordination of district/SAU wide activities and events.
• Other responsibilities may include but are not limited to:
   Tracks the Foreign Exchange Student Program
   Tracks the budget and refills the supplies and materials
   Updates the district and SAU websites
   Plans and organizes the annual Retirement Recognition Programs
   Plans for and supports district elections
   Prepares Annual Town Reports

Assistant to Chief Financial Officer / Business Manager
• Assists the Trustee/s of Trust Funds and manages the disbursement of funds to scholarship recipients. Tracks the balances in trusts and provides information as needed to administration and trustees.
• Manages the tuition billing system for the sending and receiving districts into and out of SAU 29 Districts. Verifies residency location of students to ensure accurate tuition charges.
• Serves as back-up to Human Resources for accident/incident documentation and tracking of any claims for Worker’s Compensation and Liability insurance.
• Coordinates Keene Board Committees including Facilities and Finance Committees. Includes attending all committee meetings, minute taking, agenda preparation, posting notices of meetings.
• Provides administrative support to the business office. Performs as administrative assistant to the Business Manager for the Towns as needed.

Assistant to Director of Special Education
• Prepares and processes Medicaid Billing documents
• Prepares and processes Catastrophic Aid documentation.
• Prepares requisitions, tracks costs, reviews invoices, and resolves issues associated with OOD (out of district) placement of students.
• Arranges and oversees transportation of students for in-district, OOD, and ESY (extended school year) bussing.
• Assists in the preparation of the IDEA grant.

TERMS OF EMPLOYMENT: 260 days
EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the School Administrative Unit 29 Board policy.

PHYSICAL REQUIREMENTS:

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, a personal computer, calculator, copier, and fax machine. No significant climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingerling, grasping, talking, repetitive motions.

Education: High School Diploma or equivalent.

Experience: Three (3) years' relevant experience preferred.

Clearances: Criminal background check and pre-employment physical, as applicable.

FLSA Status: Non-Exempt

Approval Date: 9/2022 RM

EEO Statement:

The school districts comprising SAU 29 do not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, age, or any other legally protected class in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of Human Resources, NHSAU 29, 193 Maple Ave., Keene, NH - 357-9007