Executive Administrative Assistant: Buildings & Grounds

REPORTS TO: Manager of Operations

TITLE: Executive Administrative Assistant

POSITION CLASSIFICATION: Non-Exempt

TERMS OF EMPLOYEMENT: 12-Month Position

GENERAL DESCRIPTION:

Serves as Executive Assistant to the Manager of Operations, assisting in fulfilling his/her responsibilities, including the maintenance and processing of confidential personnel information, and acts as liaison between the school community and school district officials, including the Board of Education, Superintendent and Administrative staff. This includes a high level of proficiency in project management, and requires strong written and oral communication skills. The Administrative Assistant to the Manager of Operations reports directly to the Manager of Operations.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty in an exemplary fashion. The requirements listed below are representative of the knowledge, skill and/or ability required. This includes a high level of proficiency in project management, written and oral communication skills. The position requires:

- **Education**: Graduation from an accredited college or university with an Associate's degree preferred.
- **Experience**: Five years or more of professional experience within a complex organization is essential, with three or more years of experience leading and executing large-scale programs and projects.
- **Confidentiality**: Proficiency in maintaining confidentiality and managing confidential agreements, student and personnel information such as bargaining proposal drafts, grievance response drafts, personnel files and staff evaluations.
- **Project Management**: Proficiency in initiating, developing and managing projects through completion.
- **Keyboarding**: Advanced proficiency in word processing, spreadsheets, file management and publishing applications, including document creation.
- **Filing**: Proficiency in creating, maintaining and supervising an office management filing system.

- **Telephone Skills**: Proficiency in frequently handling the more difficult telephone calls, resolving the more difficult problems posed, calming and/or diffusing the anger or frustration of the callers.

- **Decision-Making**: Proficiency in making independent decisions that are in the best interest of the school district.

- **Record Keeping**: Proficiency in preparing and maintaining accurate records, including data entry, management of information and data that is subject to audit.

- **Equipmen**t: Proficiency in the operation of basic maintenance, repair and adjustment of office equipment, including troubleshooting equipment problems and arranging for their repair.

- **Personal Contact/Human Relations**: Proficiency in establishing and maintaining positive human relations, including contact with students, staff and the public in a decision-making role. Must engage in communications involving general correspondence, meeting notices, memos, letters to staff members, letters relating to the Board of Education action, letters to legislators and Offices of Education and Educational Service Regions.

- **Essential Duties/Responsibilities**: Other duties may be assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Strong leadership and team-building skills, i.e., ability to develop high-performing teams united around a clear vision for serving schools and achieving student success.
- Exceptional project planning and strategic planning capabilities, including the ability to establish long-term vision and goals, and the ability to align and manage activities toward execution of identified goals.
- Possesses the ability to assist in articulating the vision of the Manager of Operations.
- Is knowledgeable of operations, management and organizational designs.
- Self-starter with ability to conduct multiple projects concurrently, both independently and as a member of a collaborative team.
- Builds collaborative relationships with a wide variety of constituent groups, including external partnerships, to ensure the entire system operates in the most effective manner possible to support schools and student needs.
- Ability to define problems, analyzes data, and outline valid conclusions and action steps.
- Is a strong communicator; speaking, listening, and writing.
- Experience working in fast-paced, high-pressure environment, and comfort in trusting own judgment to make decisions in such an environment.
- Possess a record of accomplishment as demonstrated by academic and professional achievement.

GENERAL:

- Prepare, distribute correspondence, letters, memos, minutes, files, records, reports, charts, purchase orders, requests for payments, etc., as they relate to the functions of the Manager of Operation's office from notes, verbal instruction, or independently from knowledge of situations or projects, including information pertaining to confidential personnel matters such as collective bargaining.
- Maintain confidentiality of restricted information.
- Assist with the planning, organizing and administration of special projects, new programs and other services as requested.
- Maintain accurate files, records, manuals and accounts related to the functions of the Business office.
- Prepare administrative evaluations.
- Prepare Federal, State, County and other forms as assigned by the manager of Operations.
- Maintain confidentiality of sensitive information and materials, including that which pertains to personnel and labor relations matters (e.g. collective bargaining).
- Prepare calendar for administrative meetings.
- Coordinate administrative workshops.
- Maintain calendars and schedules of appointments associated with the manager of Operation's office.
- Meet and greet visitors to the office and appropriately respond to the nature of the visits.
- Answer and make telephone calls, take messages, respond to routine questions, route to appropriate persons, make reservations, and schedule appointments.
- Take and transcribe notes for record keeping, reports and correspondence related to the Manager of Operation's office.
- Open and appropriately process/distribute mail.
- Monitor budgets/expenditures related to the Manager of Operation's office.
- Coordinate and schedule events and use of facilities as appropriate to the Manager of Operation's office.
- Operate standard office equipment.
- Facilitate effective operation of the Business Office.

ADDITIONAL FUNCTIONS SPECIFIC TO BUSINESS OFFICE OPERATIONS Insurance

- Maintain files for lawsuit/insurance claims for injuries incurred on school property
- Type disclaimers after final settlements have been made on claims
- Request and maintain Truant Officer bond and state identification card
- Process applications and keep files for all district notaries
- Forward vehicle identification numbers for all district-owned trucks/vans to insurance carrier
- Notify insurance carrier of any auto accidents involving district-owned vehicles
- Type insurance cards for all district-owned vehicles
- Maintain files for medical insurance and workers compensation

Bids

- Type and mail bid proposals to potential bidders
- Prepare spreadsheet of bid results/summaries
- Maintain files for all bids

- Notify newspapers of district bids

Accounts Payable

Process invoices specifically for:

- American Express
- Consultants
- Legal Fees
- Monthly Travel for Superintendent, Associate Superintendent, and CSBO
- Monthly mileage reimbursement for Truant Officers

Board Activities

- Prepare and distribute accounts payable bill run on a weekly basis
- Prepare and distribute accounts payable and Imprest bill runs monthly which include totals for the entire month
- Type memos regarding buildings and grounds, resolutions, budgets, audits, etc.
- Arrange for Board packet deliveries
- Compile Board packets when Board Secretary is absent
- Other duties as assigned

Contracts and Agreements

- Maintain District files for legal agreements and contracts with vendors

Drivers Education

- Maintain file of all titles for district-owned vehicles
- Maintain list of 205 employees who transport students
- Type lists of Thornton, Thornridge and Thornwood range cars and forward this information to insurance carrier
- Distribute and maintain file on gasoline credit cards
- Type and distribute insurance cards to be carried in each vehicle
- Forward accident reports to insurance carrier
- Pay invoices for vehicle rental and repair of damaged vehicles

State Reports

- Maintain files for various reports:
- Pupil Transportation
- General State Aid
- Annual Financial Statements for Publication
- Parent/Guardian Pupil Transportation Claims

Budget/Financial Reports

- Maintain files for various budgetary/financial reports
- Annual Financial Reports
- Comprehensive Annual Financial Reports
- Certificates of Excellence
- Audits and Monitoring

Other

- Keep files and distribute gasoline credit cards
- Maintain files for Bonds and Appraisals
- Maintain files for Resolutions and PTABs
- Keep files on Truth in Taxation
- Keep files on Prevailing Wages
- Maintain files regarding levies and other tax related issues
- Keep files for all district-owned properties