

Job Title: **Administrative Assistant**  
 Job Family: **Non-Certified**  
 Pay Program: **Classified**  
 Prepared/Revised Date: **April 2015**

Job Code: **070716**  
 FLSA Status: **Non-Exempt**  
 Pay Range: **G 21**  
 Typical Work Year: **12 months**

**SUMMARY:** Responsible for providing confidential administrative support to an Executive Director, Director, a department(s) or an administrator(s) in the district’s central administrative departments. Provides administrative support; performs secretarial duties, coordinates and prepares documents, creates and maintains spreadsheets and databases using district information technology systems, arranges meetings and travel for staff. Provides information to public regarding department/district policies/procedures.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Provide administrative support for a department(s) or administrator(s). Coordinates projects, programs, and department processes; gathers, compiles, synthesizes, analyzes, writes and formats reports, forms, submissions and other requested data through the use of district information technology systems. Extracts from and inputs into, updates and maintains databases, spreadsheets and filing systems. Facilitates communication between department and/or district teams. Serves as department contact for parents, students, staff and community with respect to department/district issues, policies and procedures.	D	35%
2. Performs secretarial duties including, but not limited to: handling phone calls, screening and directing to appropriate person; answering inquiries, following through on requests, and solving non-routine problems; screening visitors; schedules appointments; maintains calendars and filing systems; opens and distributes mail; handles faxes; retrieves and distributes e-mail; prepares, composes, processes and distributes correspondence, documents, or other printed information to parents, department and district staff, and the community; coordinates and arranges meetings, conferences, and workshops and special events; prepares agendas and announcements; takes and publishes minutes, coordinates meeting dates; arranges rooms; outlines room set-up including AV equipment; orders refreshments; informs attendees; compiles survey and evaluation data if needed; orders office supplies. Coordinates travel reservations for staff.	D	25%
3. Processes payment of invoices in the district financial or purchasing card system. Reviews purchase card transactions, reconciles and prepares proper documents and reports for department and Financial Services. Utilize the District financial system for grant, project and department budgets, accounts, and purchasing cards. Initiate invoice payments, authorize and transfer budgets. May maintains petty cash account.	D	15%
4. Performs bookkeeping, accounting and financial functions utilizing the District financial system. May be responsible for approval, verification, validating and approving reported time in district time and labor system. May prepare and analyze time and labor reports and complete paperwork for payment of stipends and other pay.	W	10%
5. Prepares, proofreads and coordinates the preparation of documents. Gathers information or articles. Designs formats, charts and layouts. Creates, manages and maintains multimedia presentations. Types or arranges for typing. Prints or arranges for printing. Assembles information for distribution. Ensures that legal notices are published in compliance with law. Prepares and processes a variety of legal documents. Maintains files of legal and confidential documents.	W	10%
6. Perform other job-related duties as assigned.	Ongoing	5%
	<b>TOTAL =</b>	<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent.
- Minimum of 5 years experience in administrative support such as office and secretarial work, word processing or bookkeeping.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- Ability to travel among district facility locations.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Depending upon needs of department, position may require second language skills.
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with word processing, spreadsheet, presentation and data base software. Microsoft Word, Excel, PowerPoint and Access preferred.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b>JOB CODE</b>
<b>Reports to:</b>	Coordinator, Manager, Director, Executive Director	various

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>	<b>JOB CODE</b>
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.		

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- Enter and retrieve data from the district financial system for district grant and department budgets, accounts, and department purchasing cards. Create budget reports for department. Assist with yearly budget preparation.
- Initiate invoice payments.
- May direct the activities of clerks, student aides or volunteers.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

<b>PHYSICAL ACTIVITIES:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Stand		X		
Walk		X		
Sit			X	
Use hands to finger, handle or feed				X
Reach with hands and arms			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct	X			
Compute			X	
Synthesize		X		
Evaluate		X		
Interpersonal Skills				X
Compile			X	
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	