

Job Title: **Administrative Assistant**
 Job Family: **Central Administrative Support**
 Pay Program: **Classified**
 Work Year: **12 months**

Job Code: **070716**
 FLSA Status: **Non-Exempt**
 Shift Differential: **No**
 Pay Range: **G21**

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. Frequency and percentage of time may vary based on building assignment.*

Job Tasks Descriptions	Frequency	% of Time
1. Provide administrative support for a department(s) or administrator(s). 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. 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. Provides customer service support for departments/schools	D	35%
2. Updates, maintains, extracts, and inputs into complex district databases (Peoplesoft and others), spreadsheets and filing systems. Gathers, compiles, synthesizes, analyzes, writes and formats reports, forms, submissions and other requested data through the use of district information technology systems. May coordinate projects, programs, and department processes.	D	25%
3. Responsible for creating preparing and verifying reports used for billing, invoice charges in the district financial system (Peoplesoft) and distribute copies to the appropriate departments. Monitors annual budget, purchase items, generates purchase orders, manages purchasing card accounts and transactions, pays invoices, prepares and processes billing for internal/external customers and department services. Prepares and maintains related files, records and reports. Monitors department accounts to ensure expenses are made from the correct accounts. May authorize and transfer budgets.	D	25%
4. 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	5%
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	7%
6. Perform other job-related duties as assigned.	Ongoing	3%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.

- Minimum of two (2) years of experience in administrative support such as office and secretarial work, word processing or bookkeeping.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.

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, District 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 MS Office Suite (Word/Excel/Powerpoint) and Google applications.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 3-6 months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Executive Director, Director or Manager	various

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	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.*

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