

Administrative Assistant - Central Office

Job Description

Purpose Statement

The job of Administrative Assistant - Central Office is done for the purpose(s) of providing a wide variety of complex and confidential administrative and secretarial support to assigned administrators; communicating information, regarding department functions and procedures to district staff, other districts, public agencies, etc.; ensuring compliance of department/program activities with financial, legal, and administrative requirements; ensuring efficient operation of support function; providing information, addressing issues and/or providing general support; and coordinating assigned projects and district activities.

This job reports to assigned Administrator.

Essential Functions

- Compiles data from a wide variety of sources (e.g. consolidated grant, calendars, expenditures/budget, internet research, professional leave requests, staff college credit, etc.) for the purpose of preparing reports, making recommendations, and/or preparing information for assigned administrator.
- Coordinates a wide variety of projects, functions and/or program components (e.g. meetings, in-service events, travel and accommodations, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.
- Evaluates situations (e.g. involving staff, students, parents, the public, etc.) and responds to a wide variety of inquiries from internal and external parties for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- Maintains a wide variety of manual and electronic documents files and records (e.g. budget data, employee records, financial records, reports, state and federal funds, demographic information, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors a wide variety of activities on behalf of assigned Administrator (e.e. Program components, meeting arrangements, account balances, records for BOE, etc.) for the purpose of achieving goals and meeting target dates in compliance with established guidelines and regulatory requirements.
- Participates in a variety of meetings, workshops, and/or training for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.
- Performs record keeping and general clerical functions (e.g. scheduling, copying, faxing, basic accounting procedures, data entry, answer telephone, greeting, sorting mail, etc.) for the purpose of supporting district operations and providing updated information.
- Prepares a wide variety of reports, documents and correspondence of a confidential and non-confidential nature (e.g. letters, memorandums, meeting minutes, charts, reports, operational procedures, manuals, etc.) for the purpose of documenting activities, providing written reference, etc.
- Presents information on administrative procedures (e.g. departments/program policies, submission procedures, etc.) for the purpose of orienting new personnel and/or disseminating information to existing personnel.
- Processes a wide variety of documents and materials (e.g. requisitions, professional leave requests, budget transfers, grants, special education files, etc.) for the purpose of disseminating information in compliance with administrative guidelines and/or regulatory requirements.
- Procures supplies or materials for the purpose of maintaining availability of required items.
- Reconciles account balances for assigned budget categories for the purpose of maintaining accurate account balances.
- Represents assigned Administrators in their absence for the purpose of conveying and/or gathering information required for their functions.
- Researches a variety of topics (e.g. current practices, policies, education codes, etc.) for the purpose of providing information and/or recommendations that address a variety of administrative requirements.

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- Schedules a wide variety of activities (e.g. appointments, meetings, travel reservations/accommodations, inservice trainings for staff, etc.) for the purpose of making necessary arrangements for assigned administrators.
- Supports assigned administrative personnel for the purpose of providing assistance with their functions and responsibilities.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using job related software applications, preparing and maintaining accurate records; and planning and managing projects.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles; business telephone etiquette; common office machines; and concepts of grammar and punctuation; and office methods and practices.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapt to changing work priorities, communicate with diverse groups, maintain confidentiality, meet deadlines and schedules, set priorities, work as part of a team, and work with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; provide information and/or advise others; monitor budget expenditures, utilize resources from other work units to perform job functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 30% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Targeted, job related education with study in job-related area.

Continuing Education/Training: Required annual trainings

Clearances: Criminal Justice Fingerprint/Background Clearance

FLSA STATUS: Non Exempt