

ADMINISTRATIVE ASSISTANT- BUSINESS SERVICES

Purpose Statement:

The job of Administrative Assistant is done for the purpose/s of managing and providing a wide variety of complex secretarial and administrative support in the major functional area of the District under the direction of a Cabinet level administrator; organizing and coordinating office activities and communications; providing assistance and information to District staff, County and State officials, parents and vendors.

Essential Functions

- Assists in planning, organizing and developing programs for the purpose of ensuring compliance with District, state and/or federal requirements and meeting the educational objectives of the District.
- Composes documents for assigned area in accordance with established formats (e.g. letters, agenda items, minutes, bulletins, reports, etc.) for the purpose of documenting events, providing and/or requesting information.
- Informs personnel regarding a variety of procedures and program requirements for the purpose of providing necessary information for making decisions, taking appropriate action and/or complying with established fiscal guidelines.
- Maintains a variety of confidential files and records, compiling pertinent information in assigned area for the purpose of ensuring accuracy of materials and complying with all federal/state/district regulations.
- Monitors a variety of processes (e.g. budget, expenditures, program activities, etc.) for the purpose of adhering to legal and/or administrative requirements.
- Participates in meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Prepares various reports and related documents for the purpose of providing documentation and information to others.
- Processes documentation (e.g. mail, correspondence, work requests, information and programming needs, etc.) for the purpose of disseminating information to appropriate parties.
- Procures office supplies and materials for the purpose of ensuring adequate inventory within budgetary guidelines.
- Researches policies and procedures in assigned area for the purpose of maintaining compliance with current legal requirements.
- Responds to Inquiries from visitors and answers telephones for the purpose of providing information

regarding District programs, policies, procedures and regulations and/or providing direction.

- Schedules various activities (e.g. appointments, meetings, travel reservations/accommodations, etc.) for the purpose of making necessary arrangements for assigned administrator.
- Supports assigned administrator for the purpose of providing assistance with their administrative functions.
- Supervises assigned personnel (e.g., schedules, evaluates, trains, recommends new hires, recruiting, screening, etc.) for the purpose of ensuring department functions are performed efficiently and in conformance with required regulatory standards.
- Supervises and monitors confidential scanning projects. Copies or scans records as needed and assists with procedures to safeguard original and confidential documents and records.
- Attends Citizen Bond Oversight Committee (CBOC) meetings and performs various secretarial and administrative assistant duties for the Assistant Superintendent of Business Services (e.g., coordination/preparation of agenda, etc.) for the purpose of recording the minutes in accordance with district policy and maintaining a variety of records related to bond activities.
- Supports the Assistant Superintendent of Business Services for the purpose of providing assistance with administrative functions and maintaining confidentiality of issues related to negotiations.
- Coordinate/Process property and liability insurance claims for the District.
- Perform day-to-day financial transactions, process incoming payments, resolve account discrepancies, and make regular bank deposits.

Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; performing standard bookkeeping/accounting procedures; planning and managing projects; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: specialized and extensive knowledge of the assigned area of administration; concepts of grammar and punctuation; standardized accounting/bookkeeping principles

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; working with constant and sustained interruptions; working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's 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 80% sitting, 10% 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 that meets organization's prerequisite requirements.

Required Testing

Pre-Employment
Drug Screening Pre-
Employment Proficiency Test
Pre-Placement Physical Exam

Continuing Educ./Training

None Specified

Certificates & Licenses

Typing Certificate for 65 Net Words Per Minute

Clearances

Criminal Justice/Fingerprint
Clearance Tuberculosis Clearance

FLSA Status
Exempt

Approval Date
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Salary Grade
Supervisory 36