

ADMINISTRATIVE ASSISTANT

Purpose Statement

The job of Administrative Assistant was established for the purpose/s of providing a wide variety of highly responsible, confidential and complex administrative and secretarial duties for assigned Cabinet staff; to planning, organizing, and overseeing the operations and functions of the assigned office; and providing information and assistance to students, faculty, staff, and the general public.

This job reports to Administrator

Essential Functions

- Compiles data from a wide variety of sources for the purpose of complying with financial, legal and/or administrative requirements of assigned area.
- Coordinates a variety of programs and/or activities (e.g. communications, appointments, meetings, conferences, workshops, travel and accommodations, work activities, etc.) for the purpose of ensuring availability of facilities and/or equipment and delivering services in conformance with established guidelines.
- 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 financial, legal and administrative requirements.
- Maintains a wide variety of manual and electronic documents, files and records (confidential and non-confidential) (e.g. calendars, administrative and financial records, program records, resource materials, reports, student scores, budget data, etc.) for the purpose of providing up-to-date reference and audit trail.
- Maintains inventories of supplies and materials for the purpose of ensuring the availability of items as needed.
- Manages expulsions as assigned for the purpose of providing information and/or recommendations.
- Monitors assigned activities and/or programs (e.g. budgets, office activities, etc.) for the purpose of ensuring compliance with administrative, financial and legal requirements.
- Orders equipment, supplies and materials for the purpose of ensuring the availability of required items.
- Performs record keeping and clerical functions (e.g. scheduling, copying, mailings, instructional materials, filing, lunch counts, correcting papers, compiling lists, hospitality, etc.) for the purpose of supporting assigned Administrator and/or department.
- Prepares written materials (e.g. reports, forms, budgets, requisitions, brochures, minutes, agendas, correspondence, etc.) for the purpose of documenting activities, providing written support and/or conveying information.
- Responds to inquiries from a wide variety of internal and external parties (e.g. district staff, other schools, state and federal agencies, general public, students, law enforcement, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Reviews the work plan for assigned staff for the purpose of identifying and resolving problems, assigning work activities, monitoring work flow and evaluating work products, methods and procedures.
- Screens inquiries of staff, students, parents, the public, etc. (e.g. phone calls, visitors, etc.) for the purpose of taking appropriate action, interpreting and applying policies and procedures and/or directing to appropriate personnel for resolution.
- Supports assigned administrative personnel for the purpose of providing assistance with administrative functions.
- Trains personnel on program specific topics for the purpose of providing information regarding program activities and/or requirements.

Other Functions

- Attends meetings (e.g. trainings, in-service activities, workshops, conferences, classes, etc.) for the purpose of increasing professional knowledge, conveying and/or gathering information required to perform functions and increasing professional knowledge.
- 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 multiple tasks with a potential need to 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 utilizing pertinent software applications, preparing and maintaining accurate records; and planning and managing projects.

KNOWLEDGE is required to perform algebra and/or geometry; 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: operations, services and activities of the District; principles and practices of modern office management; accounting/bookkeeping principles; business telephone etiquette; and concepts of grammar and punctuation, crisis protocols, and Student Discipline Handbook.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability-based competencies 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; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and directing the use of budgeted funds within a work unit. 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; and significant fine finger dexterity. Generally the job requires 75% sitting, 10% walking, and 15% 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.

Equivalency None Specified

Required Testing

Keyboarding test and other pre-employment proficiency testing may be required.

Certificates & Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Approval Date

Salary Grade

Non Exempt

4/13/2010

Classified 60

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____