



## ADMINISTRATIVE ASSISTANT

Classification: Program Support 3

Location: District Office

Reports to: District Administrator

FLSA Status: Non-Exempt

Employee Group: EAEOP

This is a standard position description to be used for clerical positions with similar duties, responsibilities, classification and compensation. Employees assigned to the position description may or may not perform all of the essential functions indicated in this position description.

This job description does not constitute an employment agreement between the district and employee and is subject to change by the district as the needs of the district and requirements of the position change.

### **Part I: Position Summary**

Provides a wide variety of clerical and administrative support to assist the supervisor in carrying out program and operational responsibilities.

### **Part II: Supervision and Controls over the Work**

Works under the supervision of a designated administrator(s). Work is controlled and/or guided by professional practice, school and district policies, procedures, timelines, priorities, and performance expectations as established by the administrator(s).

### **Part III: Major Duties and Responsibilities**

Duties may include, but are not limited to:

1. Monitors a wide variety of activities on behalf of the supervisor/administrator to assist the administrator in managing the program(s) and meeting program goals. Activities may include gathering and maintaining program information, data, and status; scheduling and preparing participants and materials to support meetings and events; communicating and coordinating program information with internal and external personnel, etc.
2. Maintains calendar of events; schedules meetings; prepares correspondence; tracks and files forms, memoranda, and reports; prepares and distributes program materials, bulletins and newsletters; attends meetings and produces and maintains meeting minutes. Maintains confidential records. Coordinates and arranges travel to meet program requirements.
3. Greets visitors entering the office and provides customer service assistance. Answers telephone, screens caller needs, and responds to inquiries; screens telephone calls; receives and distributes mail to staff; manages office supplies and office equipment; assists staff in the use of equipment.
4. Sets up and maintains operational and program budgets. Monitors expenditures, prepares purchase orders, processes and verifies receipts. Prepares and/or monitors financial and

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statistical records and reports to keep supervisor informed of budget status and to meet district reporting requirements. May have access to and responsibility for the use and/or reconciliation of district credit cards. Maintains inventory records and supply orders; prepares requisitions, checks in merchandise, and arranges for purchase order payment; prepares budget and purchasing reports for administration and department heads as needed.

5. Undertakes special projects at the request of the supervisor/administrator. Special projects require initiative in the identification, research and collection of data, and presentation of data.
6. Utilizes a variety of office equipment and technology to support assigned functions, develop and maintain electronic records, maintain and update software application data, and to prepare materials for supervisor to include spreadsheets and presentations.

Performs other duties as assigned.

### **Part IV: Minimum Qualifications**

1. Must have experience working or interacting effectively with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. High school diploma or equivalent.
3. Three years of progressively responsible office experience involving independence of action and decision-making responsibilities. Related education above the high school level may be substituted, at the district's discretion, for experience on the basis of 30 semester hours/45 quarter hours for one year of experience or portion thereof.
4. Must possess basic clerical skills including typing and filing, and must possess knowledge of basic office equipment and technology (e.g., spreadsheets, PowerPoint software, etc.) and keyboarding skills of at least 60 words per minute.
5. Must be willing to complete and potentially apply first aid training if required.
6. Knowledge of general secretarial procedures including excellent grammar and proofing skills, and the ability to maintain accurate and reliable records and data.
7. Strong mathematical skills for the collection, analysis, and presentation of program and financial data.
8. Ability to work effectively in an environment with frequent interruptions requiring the ability to concentrate and consistently produce accurate work while responding to interruptions and changing priorities.
9. Ability to interact with students, parents, staff, and community members, personally and through electronic communications, in a welcoming and confident manner.



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10. Initiative and ability to work with minimal direction; sound judgment and decision-making capabilities are essential.

11. Ability to maintain confidentiality of all school and personnel matters.

### **Part V: Desired Qualifications:**

1. Bilingual skills
2. Associate's degree in job-related studies

### **Part VI: Physical and Environmental Requirements of the Position:**

The physical demands and work environment described here 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.

While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear and speak. Employee may be required to perform extensive work at a computer display terminal. The employee must occasionally lift and/or move 25 to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

It may be expected that the individual could be exposed to blood or other potentially infectious materials or illnesses during the course of their duties. The noise level in the work environment is usually moderate but can be loud on occasion.