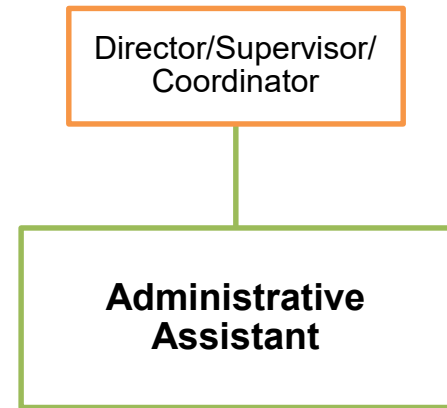


## ADMINISTRATIVE ASSISTANT, DIRECTOR/SUPERVISOR/COORDINATOR

<b>Job Title:</b>	Administrative Assistant to Director/Supervisor/Coordinator
<b>Initial:</b>	February 9, 2010
<b>Revised:</b>	July 8, 2021
<b>Work Year:</b>	Full Year
<b>Office:</b>	As assigned
<b>Department:</b>	As Assigned
<b>Reports To:</b>	Department Supervisor
<b>FLSA Status:</b>	Non-Exempt
<b>Pay Range:</b>	Educational Support Personnel Range 12

### Related Organization Chart



**POSITION SUMMARY:** The administrative assistant provides administrative support to a supervisor and department staff to ensure effective and efficient operation of the department.

### ESSENTIAL DUTIES & RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Conduct research on various topics. Help compile and analyze data.
- Assist in preparing and composing data and visual information into presentations.
- Proofread and check citations to prepare documents for publication.
- Conduct training and internal presentations to audiences of peers and colleagues.
- Schedule and notify attendees of meetings.
- Maintain a system of recording and summarizing various departmental budgets and financial transactions.
- Coordinate collection and preparation of budget expenditures, complete, code and submit purchase orders.
- Orders, manages and organizes office supplies for assigned department.
- Coordinate membership renewals, seminar/conference registration, travel arrangements and expense reports for department personnel.
- Manage purchasing card reporting and planning.
- Implement a system for general office operations including answering phones, receiving and disseminating mail and operating and maintaining office equipment.
- Create, file, handle and prioritize correspondence, reports, meeting minutes, and other documentations.
- Create and update website content using standard and custom web authoring tools.
- Assist in preparation of state and federal reports and maintain effective record keeping system.

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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- Review, compose and answer correspondence and memoranda.
  - Compile, store and retrieve management data using computer.
  - Establish and maintain effective communication and working relationships with staff, government agencies and community.
  - Attend trainings as needed for district operated systems and programs.
  - Attend periodic department or district meetings.
  - Performs other associated duties as assigned.

**Supervision & Technical Responsibilities:** This position does not supervise other employees.

**Budget Responsibility:** Manages assigned department budgets.

## **QUALIFICATIONS**

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

### **Education & Training:**

- High school diploma or equivalent

### **Experience:**

- Up to three years of experience in administrative or office work

### **Knowledge Skills & Abilities:**

- Excellent oral and written communication and interpersonal relation skills.
- Demonstrated strong project management skills.
- English language skills required Critical thinking and problem solving skills.
- Ability to communicate effectively with various stakeholders.
- Ability to perform responsibilities without the necessity of close supervision.
- Ability to manage multiple priorities and tasks with frequent interruptions.
- Basic math and accounting skills.
- Customer service and public relations skills.
- Organizational skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to defuse and manage volatile and stressful situations.
- Advanced proficiency in the use of common software applications including Google Suite and Microsoft Office as well as web applications.

### **Certificates, Licenses, & Registrations:**

- Criminal background check required for hire

## **OTHER WORK FACTORS**

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**Physical Demands:** While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds frequently.

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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**Work Environment:** While performing the duties of this job, the employee will work primarily in a usual office or school environment.

**Mental Functions:** While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.