

ADMINISTRATIVE ASSISTANT TO EXECUTIVE DIRECTOR

Job Title:	Administrative Assistant to Executive Director
Initial:	July 8, 2021
Revised:	
Work Year:	Full Year
Office:	Assigned Office
Department:	Assigned Department
Reports To:	Executive Director
FLSA Status:	Non-Exempt
Pay Range:	Educational Support Personnel Range 15

Related Organization Chart



POSITION SUMMARY: The Administrative Assistant provides varied and complex administrative support services for the Executive Director, organizes office activities and coordinates the flow of communications for the Executive Director and assigned departments. Relieves the Executive Director of administrative detail and performs a variety of tasks relative to assigned area of responsibility.

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.

- Conducts research on various topics. Help compile and analyze data.
- Prepares meeting agendas and materials to include site reservations and set up.
- Provides assistance and serve as a liaison and advisor to other district departments as required.
- Researches, compiles and prepares reports as requested by the Executive Director to include the department report to the Board of Education and Chief Officers.
- Proofreads and checks citations for high-profile, sensitive and public documents for publication.
- Conducts training and internal presentations to audiences of peers, colleagues and leaders.
- Maintains and coordinates the calendars and schedules for the Executive Director, department directors' and coordinators' to include arranging meetings and appointments with high-level leaders and stakeholders district-wide.
- Schedules and maintains district meeting room calendars and arranges off site meetings as required.
- Maintains a system of recording and summarizing various departmental budgets and financial transactions including the management of state and federal funds.
- Coordinates collection and preparation of budget expenditures, complete, code and submit purchase orders.

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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- Manages purchase card reporting and planning for the department.
 - Orders, manages and organizes office supplies for the Executive Director and department personnel
 - Tracks and enters attendance for Executive Director and department personnel
 - Coordinates correspondence and communication including telephone and email inquiries, on behalf of the Executive Director and other department leaders.
 - Provides information and/or direct the inquiry to the appropriate person, policy or procedure, taking care to de-escalate situations when contacted by staff members and parents with complex issues.
 - Coordinates membership renewals, seminar/conference registration, travel arrangements and expense reports for Executive Director and department personnel.
 - Assists department leaders with the hiring and on-boarding process. Assists with coordinating the application review, interview, hiring and on-boarding processes.
 - Implements a system for general office operations including answering phones, receiving and disseminating mail and set-up and maintenance of office equipment for department team members.
 - Creates, files, handles and prioritizes correspondence, reports, meeting minutes, and other documentations.
 - Creates and updates website content using standard and custom web authoring tools.
 - Assists in preparation of state and federal reports and maintain effective record keeping system.
 - Reviews, composes and answers correspondence and memoranda.
 - Compiles, stores and retrieves management data using computer.
 - Establishes and maintains effective communication and working relationships with staff, government agencies and community. Serves as a liaison and ambassador for the department with all stakeholders.
 - Attends training to stay current on district-operated systems and programs.
 - Attends department-level and district-level meetings as assigned.
 - Manages and supports special projects as assigned.
 - Performs other associated duties as assigned.

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

Budget Responsibility: Manages a variety of general fund, state and federal grant 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:

- Minimum of four years of experience in administrative or office work.

Knowledge Skills & Abilities:

- Excellent oral and written communication and interpersonal relation skills
- Knowledge of building maintenance, materials, hardware and equipment
- Demonstrate strong project management skills
- Demonstrate 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

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- Advanced skill and operating knowledge of personal computers and spreadsheet, database and word processing applications
 - Basic math and accounting skills
 - Personal computer, keyboarding and word processing skills
 - Customer service and public relations skills
 - Organizational skills
 - Ability to maintain confidentiality with district stakeholders
 - Ability to diffuse and manage volatile and stressful situations
 - Operating knowledge of and experience with personal computers and peripherals, general office equipment, including telephones, copier, and fax machine, etc.
 - Operating knowledge of and experience with various software packages including Microsoft Office and Google Suite

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.

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.