

JOB DESCRIPTION

TITLE: ADMINSTRATIVE ASSISTANT FOR DIVISION SUPPORT

PRIMARY FUNCTION:

To provide general clerical duties necessary in support of maintenance and transportation, the finance office, the technology department, and special services. To contribute to school-public relations by prompt and courteous handling of all inquiries and visitors.

QUALIFICATIONS:

Demonstrated capability with personal computers and related software programs such as Microsoft Excel and Word is required; experience with accounting, financial and data entry software and student data base programs is highly desirable. An associate's degree or related field experience is preferred. An independent work ethic, comprehensive analytical ability, attention to detail, and strong interpersonal skills are highly desirable.

REPORTS TO:

Director of Finance (Primary), Supervisor of Maintenance and Transportation, Supervisor of Technology, and Director of Special Education.

PERFORMANCE RESPONSIBILITIES:

1. Provide maintenance and transportation support including, but not limited to, the processing of purchase requests, paying invoices, reviewing and correcting time sheets, reconciling leave with time sheets, and entering work orders in the maintenance management system.
2. Schedule and manage the division vehicle fleet including the assignment of vehicles for school trips and professional transportation, and the distribution and subsequent collection of vehicle keys and credit cards.
3. Provide support to the financial services office in the areas of accounts payable, accounts receivable, and payroll.
4. Provide support to the office of technology including the processing of purchase requests and paying invoices.
5. Provide support to the division's mental health counselor and visiting teacher.

6. Performs general clerical functions such as answering the telephone, recordkeeping, file maintenance, and preparation of correspondence.
7. Performs duties in a safe and efficient manner.
8. Ensures the confidentiality of employer, employee and student records and information.
9. Seeks opportunities to improve departmental operation and makes recommendations for such.
10. Exhibits a professional demeanor and grooming appropriate for the position.
11. To exhibit a positive attitude by acting as a role model for district employees, students and the community that supports the mission of the district.
12. To demonstrate cooperation by working effectively with others including supervisors, peers, teachers, parents, and students.
13. Demonstrate dependability by being punctual and present at work, unless for good cause.
14. To exhibit poise and self-control in decision making and problem solving relating to job assignment.
15. To exhibit reliability by completing work as assigned and meeting projected time lines.
16. To comply with policies and procedures pertaining to job assignment.
17. To seek to improve job performance through self-assessment, skill development, training, and goal setting.
18. Performs related duties as assigned by the Division Superintendent, Director of Finance, the Supervisor of Maintenance and Transportation, Supervisor of Technology, and Director of Special Education.

TERMS OF EMPLOYMENT:

Twelve-month (12) contract, non-exempted FLSA status. Salary will be established annually by the School Board.

EVALUATION:

Job performance as Administrative Assistant for Division Support will be evaluated in accordance with School Board Policy and administrative regulations related to the evaluation of classified personnel.

WORKING CONDITIONS:

Physical Demands:

- Ability to lift, push, or pull 30 pounds. Must be able to climb, bend, stoop, and reach.
- Ability to sit for extended periods of time.
- Ability to operate computers, calculators, and other similar devices.

It is also anticipated that some stress will be associated with this position primarily due to deadlines and irregular workflow. It is necessary that the individual have the capacity to remain calm, considerate, and tactful.

Approved by School Board: