

ADMINISTRATIVE ASSISTANT/OFFICE MANAGER

Purpose Statement:

The job of Administrative Assistant/Office Manager is done for the purpose/s of supporting a Cabinet level administrator, managing and providing a wide variety of complex secretarial and administrative support in the major functional area of the District; organizing and coordinating office activities and communications; providing assistance and information to District staff, County and State officials, parents and vendors; and supervising assigned staff.

Essential Functions

- Assists department heads and clerical staff for the purpose of providing direction in decision-making relating to the general operation of the department, and specific clerical needs required to accomplish tasks.
- Assists in planning, organizing and developing programs for the purpose of ensuring compliance with District, state and/or federal requirements and meeting the educational objectives of the District.
- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Composes documents for assigned area in accordance with established formats (e.g. monthly district newsletter, surveys, letters, Board agenda items, minutes, bulletins, reports, etc.) for the purpose of documenting events, providing and/or requesting information.
- 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 established fiscal guidelines.
- Maintains a variety of confidential files and records, compiling pertinent information in assigned area (e.g. notes from confidential meetings, personnel files, applicant tests, etc.) for the purpose of ensuring accuracy of materials and complying with all federal/state/district regulations.
- Monitors a variety of processes (e.g. budget, expenditures, program activities, etc.) for the purpose of adhering to legal and/or administrative requirements.
- Participates in meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Prepares various reports and related documents (e.g. School Accountability Report Cards, presentations, interview packets, memos, letters, etc.) for the purpose of providing documentation and information to others.
- Processes documentation (e.g. work requests, information and programming needs, enrollment, etc.) for the purpose of disseminating information to appropriate parties.
- Procures office supplies and materials for the purpose of ensuring adequate inventory within budgetary guidelines.
- Researches policies and procedures in assigned area for the purpose of implementing procedures to maintain compliance with current legal requirements.
- Responds to inquiries from visitors and answers telephones for the purpose of providing information regarding District programs, policies, procedures and regulations and/or providing direction.
- Schedules various activities (e.g. appointments, meetings, travel reservations/accommodations, etc.) for the purpose of making necessary arrangements for assigned administrator.
- Supervises assigned personnel (e.g. schedules, evaluates, trains, recommends new hires, recruiting, screening, etc.) for the purpose of ensuring department functions are performed efficiently and in conformance with required regulatory standards.

- Supports assigned administrator for the purpose of providing assistance with their administrative functions.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; performing standard bookkeeping/accounting procedures; planning and managing projects; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: specialized and extensive knowledge of the assigned area of administration; concepts of grammar and punctuation; standardized accounting/bookkeeping principles

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize specific, job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific abilities 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; working with constant and sustained interruptions; working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; managing a department; and monitoring budget expenditures. Utilization of significant resources from other work units is routinely 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 34% sitting, 33% walking, and 33% 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.

Required Testing

Pre-Employment Drug Screening
Pre-Employment Proficiency Test
Pre-Placement Physical Exam

Certificates & Licenses

Typing Certificate

Continuing Educ. / Training

None Specified

Clearances

Tuberculosis Clearance
Criminal Justice/Fingerprint Clearance

FLSA Status

Exempt

Approval Date

4/24/2002

Salary Grade

Clsfd 34