

**ADMINISTRATIVE ASSISTANT – DEPARTMENT/PROGRAM**

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**Purpose Statement**

The job of Administrative Assistant - Department/Program is done for the purpose/s of providing administrative and secretarial support to assigned Administrator; ensuring compliance of Department records with financial, legal and administrative requirements; and monitoring assigned projects and/or program components.

**Essential Functions**

- Attends meetings as assigned for the purpose of taking minutes and/or conveying/gathering information required to perform functions.
- Compiles data from a variety of sources (e.g. employee payroll, purchase orders, invoices, auditor requests, etc.) for the purpose of complying with financial, legal and/or administrative requirements.
- Coordinates a variety of programs and/or activities (varies by assignment) (e.g. student transportation; in-house testing; workers compensation submissions; workshop registrations and related activities, parent meetings, etc.) for the purpose of delivering services in compliance with established guidelines.
- Maintains a wide variety of documents, files and records (some confidential) (machine and manual) for the purpose of providing up-to-date reference and audit trail for compliance.
- Maintains inventories of supplies and materials (e.g. reporting forms, testing materials, student musical instruments, etc.) for the purpose of ensuring items' availability.
- Prepares a wide variety of reports, documents and correspondence for the purpose of documenting activities, providing written reference and/or conveying information.
- Processes documents and materials (e.g. payroll, purchase orders, expense claims, etc.) for the purpose of disseminating information to appropriate parties.
- Researches a variety of topics (e.g. current practices, policies, education codes, etc.) for the purpose of providing information and making recommendations in a variety of administrative areas.
- Responds to inquiries from a variety of internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or direction.
- Supports assigned Administrator(s) for the purpose of providing assistance with administrative functions.

**Other Functions**

- Assists other personnel for the purpose of supporting them in the completion of their work activities.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple non-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 utilizing pertinent software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math including calculation of fractions, percents and/or ratios; read a variety of manuals, write documents following prescribed formats and/or present information before groups; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: concepts of grammar and punctuation and office application software.

ABILITY is required to schedule a number of activities; often gather, collate, and/or classify data; and use basic job related equipment. Flexibility is required to work with others under a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standard methods of operation. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of different types and/or purposes; and utilize job related equipment. In working with others, problem solving is required to analyze issues, create plans of action and reach solutions. Problem solving with data is moderate and with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

**Responsibility**

Responsibilities include: working under limited supervision focusing primarily on results; directing other persons within a small work unit; and operating within a defined budget and/or financial guidelines. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; and significant fine finger dexterity. Generally the job requires 70% sitting, 10% walking and 20% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

**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 Physical Exam  
Pre-Employment Proficiency Test

**Certificates & Licenses**

None Specified

**Continuing Ed./Training**

None Specified

**Clearances**

Criminal Justice/Fingerprint Clearance  
Tuberculosis Clearance

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**FLSA Status**

Non Exempt

**Approval Date**

8/10/16

**Salary Grade**

Clsfd 25