

## **Administrative Assistant - Administration & Personnel**

### **Purpose Statement**

The job of Administrative Assistant - Administration & Personnel is done for the purpose/s of providing a wide variety of complex and confidential administrative and secretarial support; communicating information on behalf of and acting as a liaison for assigned Administrator to/with school district staff, other school districts, auditors, public agencies, the public, etc. Demonstrates support for the Vision, Mission, Beliefs and Goals of District #202. Upholds the established Board of Education policies, regulations and administrative procedures.

This job reports to Assigned Level Director for Administration & Personnel

### **Essential Functions**

- Administers a wide variety of personnel policies and programs (e.g. job postings, processing applications, verifying employment, orientation, contracts, compensation schedule, etc.) for the purpose of conforming to district policies, relevant laws, contracts and agreements.
- Compiles data from a variety of sources (e.g. supervisory cycle list, support staff work calendars, seniority list, etc.) for the purpose of preparing information for assigned administrator.
- Conducts new employee orientation (e.g. introducing personnel, payroll, and benefit policies; assisting with enrollment forms, etc.) for the purpose of ensuring employees are knowledgeable of current practices and administrative processes.
- Informs employees and applicants regarding a variety of procedures and program requirements for the purpose of providing necessary information for making decisions, taking appropriate action and/or referring to someone else if appropriate.
- Maintains strictest confidentiality for the purpose of conforming to district policies, relevant laws, contracts and agreements.
- Maintains a wide variety of manual and electronic documents files and records (e.g. employee records, new hire checklist, support staff probationary evaluation log, supervisory cycle lists, attrition log, extracurricular stipends, reports, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors a variety of processes (e.g. application, eligibility, certified and support evaluations, etc.) for the purpose of ensuring efficient processing of applicants and employees in addressing position requirements, meeting target dates in compliance with established guidelines, and adhering to legal and/or administrative requirements.
- Monitors a wide variety of activities on behalf of assigned Administrator (e.g. staff recommendations, job postings, meeting arrangements, work order status, etc.) for the purpose of achieving goals and meeting target dates in compliance with established guidelines and regulatory requirements.
- Oversees the work activities of the confidential secretary for the purpose of organizing assignments, monitoring progress, and ensuring completion within established guidelines.
- Participates in meetings that involve a range of issues (e.g. personnel actions, regulatory requirements, actions involving outside agencies, inter-department needs, etc.) for the purpose of developing recommendations and/or supporting other staff.
- Participates in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Prepares a variety of reports and related documents (e.g. verification requests for employment, criminal background checks, personnel board agendas, employee evaluations, attrition log, etc.) for the purpose of providing documentation and information to others.
- Prepares a wide variety of reports, documents and correspondence of a confidential and non-confidential nature (e.g. letters, memorandums, meeting minutes, charts, ad-hoc reports, operational procedures, manuals, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Presents information on administrative procedures (e.g. department/program policies, submission procedures, etc.) for the purpose of orienting new personnel and/or disseminating information to existing personnel.
- Processes documents and materials (e.g. applications, changes in employment status, payroll changes, etc.) for the purpose of disseminating information to appropriate parties.
- Processes a wide variety of documents and materials (e.g. work orders, tuition reimbursements, employee contracts, employee statements, extracurricular stipends, etc.) for the purpose of disseminating information in compliance with administrative guidelines and/or regulatory requirements.
- Promotes positive and effective working relationships with students, parents, teachers, support staff, District staff, the community and Board of Education for the purpose of maintaining a professional representation for the department.
- Represents assigned Administrator in their absence for the purpose of conveying and/or gathering information required for their functions.
- Responds to a wide variety of inquiries from internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Schedules a wide variety of activities (e.g. appointments, meetings, facility usage, etc.) for the purpose of making necessary arrangements for assigned administrator.
- Supports assigned administrative personnel for the purpose of providing assistance with their functions and responsibilities.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using job related software applications, preparing and maintaining accurate records; planning and managing projects; analyzing; customer service; effective listening; guiding others; interpersonal aptitude; leadership; managing projects/programs; monitoring activities; office practices; problem solving; training; use of technology and bilingual is desired.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; common office machines; concepts of grammar and punctuation; office methods and practices; current and emerging technology; English grammar/punctuation/ spelling/vocabulary; and office equipment/software.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others; work with data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem

solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies 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 frequent interruptions; decision making; detail oriented; leadership; multi-tasking; organizational skills; accept and give direction; reliability; adaptability/flexibility; effective communication skills; and taking initiative.

### **Responsibility**

Responsibilities include: working under direct supervision using standardized routines; directing other persons within a small work unit; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. .

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience is required.

**Education:** High school diploma or equivalent.

**Equivalency:** 3 yrs. experience as executive secretary/administrative assistant Human Resources experience desirable.

### **Required Testing**

Pre-employment Physical Exam Pre-employment TB Test

### **Certificates and Licenses**

High School Diploma or Equivalent

### **Continuing Educ. / Training**

Evaluation for Non-Union Support Staff

### **Clearances**

Criminal Justice Fingerprint/Background Clearance

### **FLSA Status**

Non Exempt

### **Approval Date**

### **Salary Grade**