

TIMBERLANE REGIONAL SCHOOL DISTRICT- SAU #106

POSITION TITLE: Senior Administrative Assistant to the Athletics Department cc1458
Date: 2/21/24
Reports to: Athletics Director Supervises: N/A Affiliated Position: TAAM Terms of Employment: Full time Year-Round Non- Exempt

SCOPE: Assist the Director with tasks necessary for the efficient operation of the Athletic Department.

POSITION DUTIES AND RESPONSIBILITIES:

- Provides administrative support as needed.
- Assists parents and staff with questions and requests.
- Maintains accurate accounts payable and receivables for department.
- Maintains district vendor contacts and correspondence.
- Works with Business Administrator for accuracy of financial reporting.
- Provides information to schools to ensure all students receive athletic opportunities
- Works with school staff to ensure accuracy and timelines of various tasks.
- Organize schedules of teams, games and transportation of students.
- Assists Director and schools for budget preparation and implementation.
- Responsible for ordering supplies and retrieving receipts for purchases.
- Creates and tracks purchase orders for department purchases.
- Maintains confidentiality of information.
- Must comply with all Timberlane School District policy and building / department rules, procedures, practices, and objectives.
- Performs all duties in a professional and appropriate manner while interacting with students, parents, faculty, administration, and co-workers.
- Performs other tasks and assumes other responsibilities as assigned by their supervisor

MINIMUM QUALIFICATIONS:

Education and Experience:

Associates Degree or equivalent work experience. Experience working in a public school district preferred.

Necessary Knowledge, Skills, and Abilities:

- Possess strong organizational skills as well as the ability to handle multiple projects.
- Demonstrated ability to exercise independent judgment, prioritize tasks and work independently with a high degree of accuracy.
- Proficient with Microsoft Office Suite or related software.
- Team oriented with excellent interpersonal and communication skills.
- Effective oral and written communication skills.
- Ability to establish and maintain effective working relationships
- Ability to learn on-the-job and enhance skills as required to meet changing job conditions
- Ability to work in a fluid environment that changes frequently and can be crisis driven
- Ability to maintain professionalism when conducting business and while interacting with co-workers, faculty, staff, and students

LICENSURE AND CERTIFICATION REQUIREMENTS:

None required

PHYSICAL ACTIVITY REQUIREMENTS:**Primary Physical Requirements:**

(Not, Rarely, Occasionally, or Frequently Required)

1. Lift up to 10 lbs:	Occasionally required
2. Lift 11 to 25 lbs:	Rarely required
3. Lift 25 to 50 lbs:	Not required
4. Lift over 50 lbs:	Not required
5. Carry up to 10 lbs:	Occasionally required
6. Carry 11 to 25 lbs:	Rarely required
7. Carry 26 to 50 lbs:	Not required
8. Carry over 50 lbs:	Not required
9. Reach above shoulder height:	Occasionally required
10. Reach at shoulder height:	Frequently Required
11. Reach below shoulder height:	Frequently Required
12. Push/Pull:	Rarely required

Hand Manipulation:

(Not, Rarely, Occasionally, or Frequently Required)

1. Grasping:	Frequently required
2. Handling:	Frequently required
3. Torquing:	Not required
4. Fingering:	Frequently required
5. Controls and Equipment:	Computer, telephone, copy and FAX machine, postage meter, and calculator

Other Physical Consideration:

(Not, Rarely, Occasionally, or Frequently Required)

1. Twisting:	Occasionally required
2. Bending:	Occasionally required
3. Crawling:	Rarely required
4. Squatting:	Occasionally required
5. Kneeling:	Not required
6. Crouching:	Not required
7. Climbing:	Not required
8. Balancing:	Not required

1. Talking	Necessary for communicating with others.
2. Hearing	Necessary for receiving instructions and inquiries.
3. Sight	Necessary for doing job effectively and correctly.
4. Tasting and Smelling	Not required

Summary of Occupational Exposures: Some exposure to cleaning fluids, office machine toner and disinfectants.

Applicants will be subjected to a criminal background check required by state law.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.*