**Administrative Assistant for Communications**

**Reports To:** Director of Communications, Marketing and Development

**Dept / Campus:** Central Office **Paygrade:** 205

**Wage/Hour Status:** Nonexempt **Date Revised:** August 2022

**PRIMARY PURPOSE / FUNCTION:**

Perform highly responsible secretarial and confidential administrative work with a view towards conserving the time of the director. This individual requires a broad knowledge of the organization and regulations affecting the school system and the ability to interact effectively with top level officials (legislative, community, county, school) on frequently sensitive, confidential and controversial matters.

**QUALIFICATIONS:**

**Education/Certification:**

High School Diploma or GED required

Associate's Degree preferred

**Special Knowledge/Skills:**

Demonstrated skills in writing, proofreading, and editing

Strong skills in the Google Suite and Microsoft Office including spreadsheets and database software programs and rapid data entry keyboarding functions

Effective organizational communication, and interpersonal skills

Ability to use personal computer and software to develop databases, do word processing and desktop publishing

Ability to meet established deadlines

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| Ability to maintain a high level of confidentiality concerning district, personnel, customer and vendor information |
| Ability to interact with top level officials and all staff with sensitivity, courtesy and diplomacy |

**Experience:**

Two years secretarial experience preferred with some editorial or desktop publishing experience

**MAJOR RESPONSIBILITIES AND DUTIES:**

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| 1. Save director informed of deadlines and pending items as well as maintaining the   director’s calendar, and schedule certain appointments and conferences without prior clearance |
| 1. Organize projects and oversee the development and dissemination of program materials, special mailings,   manuals and training materials |
| 1. Manage daily office operations such as organizing and maintaining filing systems, according   to standard filing procedures, and at times according to local, state or federal guidelines |
| 1. Make necessary arrangements for meetings and conferences, including space, time and   participants and prepare responses to general requests and routine letters on varied matters  for the director’s signature |
| 1. Prepare and attend meetings, hearings and conferences to take official minutes |
| 1. Handle a high volume of contact via telephone, email and in person |
| 1. Screen telephone callers and drop-in visitors, handle inquiries including substantive questions requiring   research or technical knowledge or tactfully referring those which can be handled by other offices |
| 1. Compose routine correspondence and other communications and compile data for questionnaires |
| 1. Maintain control records on incoming correspondence and action documents and follow up on   pending actions to ensure timely response or completion of task |
| 1. Verify accuracy of documents submitted |
| 1. Prepare requisitions, vouchers, budget forms and other payroll and financial data |
| 1. Maintain and reconcile detailed financial records and requests for payment submitted   by appropriate budget accounts |
| 1. Prepare and maintain department budget |
| 1. Tabulate and prepare reports of financial and statistical data |
| 1. Gather and compile data for inclusion in the yearly budget; prepare budget requests for the   director, if applicable |
| 1. Oversee subordinate clerical/ secretarial staff, if applicable; serve as back-up for other clerks/ secretaries   assigned to the office |

1. Other duties as assigned by the Director.

**Supervisory Responsibilities:**

None.

**Equipment Used:**

Copier, computer, printer, camera, scanner, facsimile, 10-key calculator, multi-line phone

**Working Conditions:**

***Mental Demands/Physical Demands/Environmental Factors:***

Maintain emotional control under stress; work with frequent interruptions; repetitive hand motions; prolonged use of computer; occasional prolonged and irregular hours; frequent district-wide travel

The foregoing statements describe the general purpose and responsibilities to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required.

Employee Date

Supervisor Date