

DURANGO SCHOOL DISTRICT 9-R JOB DESCRIPTION

Job Title: Senior Administrative Assistant
Job Family: Administrative Support
Department: Central Office Based
Typical Work Year: 12 months

Pay Grade: ESP Salary Schedule
FLSA Status: Non-exempt
Prepared Date: Dec. 17, 2013, rev. 7/1/18

SUMMARY: Responsible for providing executive level, confidential administrative support to the administrator. Support schools and departments by being a resource of information. Coordinate meetings and activities for the administrator. Act as liaison with all levels of district staff and community representatives. Provide information to public regarding departments, school, district policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The frequency and percentage of time of duties may vary based on building or department assignment.*

- D 15% Prioritize incoming information and serves as a clearinghouse for correspondence. Drafts correspondence on behalf of the administrator. Provide assistance and support by identifying and prioritizing incoming information, appointments, phone inquiries and delegating and/or directing issues to appropriate department or district personnel. Respond to questions regarding district issues, policies and procedures.
- D 15% Prepares, proofreads and coordinates the preparation of documents for the administrator. Performs necessary legal research to assist the administrator in the preparation and execution of documents.
- D 10% Create reports and spreadsheets of information and perform detailed analysis of data as requested using a variety of district and state data bases. Compile information into and extract information from district and department information databases, outside website and database sources. Oversees and directs the maintenance of the website for the departments within the division.
- D 15% Creates, manages and maintains multimedia presentations. Coordinates committees and prepares correspondence, agendas, minutes, and arrangements for the committees.
- D 15% Assist in the preparation of reports for the Board of Education, as well as for state and federal reporting for the school district.
- D 10% Assist in managing/monitoring department/division processes and/or projects. Prepare, organize, and maintain project documents. Track, follow up on and coordinate action items until satisfactory completion.
- D 5 % Administer bookkeeping, accounting and financial functions utilizing the district financial system; including but not limited to vendor invoices and disbursing funds; purchase orders and requisitions; recording financial transactions; monitoring budget and other department accounts.
- M 5% Coordinate with the Executive Assistant to the Superintendent to ensure that Board and District Policies for the remain current for designated areas of oversight.
- D 5% Maintain department files and databases.
- M 2% Make conference/workshop arrangements including air travel, hotel reservations, and registrations.
- Ongoing 3% Perform other duties as assigned.

EDUCATION AND TRAINING: High school diploma or equivalent.

EXPERIENCE: Experience is preferred but may not be necessary for hiring.

CERTIFICATES, LICENSES, & REGISTRATIONS: Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:

- Oral and written communication skills.
- English language skills; multilingual skills preferred.
- Interpersonal relations skills.
- Personal computer and keyboarding skills.
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks/priorities with frequent interruptions.
- Ability to promote and follow Board of Education policies, Superintendent policies and building/department procedures.
- Ability to communicate, interact and work effectively and cooperatively in a team setting
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Office, email/calendar systems, financial software, publishing software.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

Reports to: Director or Executive Director
Direct Reports: This job has no supervisory responsibilities

BUDGET AND/OR RESOURCE RESPONSIBILITY: Assists with monitoring department/division budget.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit				X
Use hands to finger, handle or feed			X	
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy				X
Coordinate			X	
Instruct		X		
Compute		X		
Synthesize		X		
Evaluate		X		
Interpersonal Skills				X
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	