

DURANGO SCHOOL DISTRICT 9-R JOB DESCRIPTION

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

Pay Grade: ESP Salary Schedule
FLSA Status: Non-exempt
Prepared Date: July 1, 2015, rev. 7/1/18

SUMMARY: Provide secretarial assistance to department administration including office administration, projects, reports, budget, and records. Provide secretarial support to department and other program staff.

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 25% Provide administrative support by creating letters, memos and reports. Prepare, research and gather information for special projects and other related materials and documents that deal with matters that may be of a confidential or sensitive nature. Create reports and spreadsheets of information and perform detailed analysis of data as requested using basic computer software.
- D 25% Coordinate administrative functions, including but not limited to: manage phone calls, screen and direct to appropriate person, answer inquiries, follow through on requests, solve non-routine problems; schedule appointments, maintain calendars and filing system; open and distribute mail, send/receive faxes; prepare compose, process and distribute correspondence or other printed information to parents, department, district staff and/or community; arrange meetings, conferences and workshops, order refreshments; may attend meetings to participate and/or take notes, prepare agendas and announcements.
- D 10% Respond to questions regarding district issues, policies and procedures. Develop and promote good relations as a department resource for parents, students, staff and the community.
- D 10% Assist in managing/monitoring department processes and/or projects. Prepare, organize, and maintain project documents.
- D 10% Compile information into and extract information from district and department information databases, outside website and database sources.
- D 10 % 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.
- 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: Supervisor of the Department
Direct Reports: This job has no supervisory responsibilities

BUDGET AND/OR RESOURCE RESPONSIBILITY: Assists with monitoring department 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	