



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Administrative Assistant**
 Job Family: **Administrative Support Services**
 Prepared/Revised Date: **May 25, 2017**

FLSA Status: **Non-Exempt**
 Pay Range: **SS55H**
 Job Code: **506Q2**

SUMMARY: Perform executive administrative, organizational and high-level clerical functions in support of a Superintendent's Cabinet member. Serve as a resource, advise, and council leadership. Coordinate Cabinet member's calendar and meetings. Research, compile, and prepare reports, correspondence, presentations, and databases. Independently manage sensitive communication issues and solve problems related to policy or procedural issues for principals, office managers, district staff, the community and the media.

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.* **Frequency of duties, percent of time and work year may vary based on department or building assignment.**

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Serve as a resource, advise, and counsel leadership on issues related to public relations, student discipline, budget, staffing, legal mandates, and issues.	D	25%
2. Research, compile, organize, analyze complex data and prepare reports, articles, and presentations. Maintain databases on a variety of information. Initiate, type, compose, and edit correspondence, forms, newsletters, and memos. Update and maintain district documents including Employee Agreement, Student Rights, and Code of Conduct.	D	15%
3. Independently resolve sensitive public and internal concerns or refer to appropriate personnel. Serve as a resource to parents and community members regarding departmental inquiries, including schools, educational opportunities, graduation, school of choice, and school transfers.	D	10%
4. Serve as central point or contact and/or liaison for department. Route calls, take messages, greet visitors, and route and provide information	D	10%
5. Schedule appointments, meetings, and meeting rooms. Make travel arrangements as necessary.	D	5%
6. Monitor, coordinate workload, supervise, and/or direct the work of office staff	D	5%
7. Attend work and arrive in a timely manner.	D	1%
8. Prepare information, documents, and materials for committees, meetings, and programs. Arrange and participate in conferences and committee meetings. Take and transcribe meeting minutes.	W	5%
9. Prepare Board of Education (BOE) agendas and corresponding documentation. Meet deadlines related to BOE business. Assist in the set up and preparation of BOE meetings.	W	5%
10. Prepare, compile, and approve Human Resources paperwork, including Employee Reports and Job Order requests. Prepare, track, audit, and reconcile district staffing.	M	10%
11. Reconcile and monitor departmental budgets and other budgets as assigned. Process restricted checks. Process purchase orders and warehouse orders. Maintain filing and record keeping system.	M	5%
12. Work with military personnel to provide information required by law.	M	2%
13. Perform other duties as assigned.	Ongoing	2%
	TOTAL=	100%



EDUCATION AND RELATED WORK EXPERIENCE:

- Associate’s degree or two-year college certificate in a business administration or related field
- More than three years and up to and including five years of experience in office management experience or related experience required

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Notary Public preferred

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Customer service and public relations skills
- Critical thinking and problem solving skills
- Bilingual oral and written communication skills preferred
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- 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 Word, Excel, PowerPoint, Access, Publisher, Outlook, Visio and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, printer, scanner, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

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 Time			
	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	



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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 Time			
	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 Time			
	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 Time			
	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	