

**Vail School District
Job Description**

Job Title: ADMINISTRATIVE ASSISTANT

Department: Various

Reports To: Assistant Superintendent/Director

Status: Classified

Level: 10

FLSA Status: Non-exempt

Revised: 05/27/2008

SUMMARY

Provides high-level administrative support by performing a wide variety of specialized and responsible secretarial and administrative duties to the assigned office.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Performs secretarial and clerical duties for assigned supervisor, including scheduling appointments, processing incoming mail, faxing, mailing, filing, copying, answering phones, and responding to inquiries.
- Coordinates and maintains records for staff office space, phones, office keys, etc.
- Plans, schedules, and coordinates events, such as appointments, conferences, meetings, events including coordinating all sponsors and participants; determining and monitoring appropriate funding; personnel support; facilities; logistics; speakers; purchasing; advertising; production of flyers, brochures and correspondence; and resolving problems. Maintain calendar and arrange for travel accommodations as assigned.
- Interprets and applies Governing Board policies and regulations; administrative procedures; and federal, state and local laws, as applicable.
- Coordinates communication between the supervisor and District personnel, governing board, parents, students, educational institutions, vendors, service providers, the community, and other civic and service organizations and the public.
- Coordinates with various departments the dissemination of documents and information in a timely manner.
- Coordinates, compiles, and prepares Governing Board agenda materials.
- Assists with the dissemination of information, collection of complaints, and requests for information, while adhering to applicable timelines.
- Researches, reviews, checks, corrects, and compiles a variety of information; including assisting auditors, verifying data for accuracy, completeness and compliance with established procedures; inputting and retrieving computerized data in computer systems as required.
- Responds to complaints, concerns, and requests for information from students, parents, staff, and the public regarding school issues, District programs, policies, regulations, and procedures with confidentiality, tact, sensitivity, and expedites referrals to the appropriate party for resolution with expediency.
- Independently researches, composes, creates and processes a wide variety of complex materials such as correspondence, reports, contracts, forms, spreadsheets, flyers, brochures, applications, memoranda, and other documents.

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- Takes and transcribes minutes, letters, and memoranda, including materials of a confidential nature as required by the position; prepares correspondence and memoranda independently or from oral instructions.
- Receives, processes, and routes mail; orders, issues and maintains department supplies, forms, and equipment.
- Performs related duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position does not have supervisory responsibilities. May provide work direction to others, as assigned.

QUALIFICATIONS 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.

EDUCATION and/or EXPERIENCE

- Any combination equivalent to: high school diploma plus college coursework in business, office practices or related field and three (3) years responsible secretarial or administrative assistant experience involving the use of word processing and spreadsheets.
- Highly skilled in word processing and spreadsheet applications. Experience with database and presentation applications preferred.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge commonly used office concepts, practices and procedures.
- Ability to establish and maintain effective working relationships with supervisor, District staff, business professionals, Governing Board, and the general public.
- Ability to be highly organized and detail oriented.
- Ability to coordinate and complete multiple tasks and assignments at one time.

LANGUAGE SKILLS

Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Ability to read, analyze, and interpret a variety of correspondence, reports, forms, articles, proposals, contracts, common scientific and technical journals, financial reports, and legal documents. Ability to prepare correspondence, reports, forms, evaluations, and policies; and to respond to common inquiries or complaints using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Ability to effectively communicate to a variety of audiences, including employees, parents, community members, Governing Board, and the general public.

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MATHEMATICAL SKILLS

Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; and utilize decimals and percentages. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to create and interpret graphs.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to analyze situations accurately and adopt an effective course of action.

CERTIFICATES, LICENSES, REGISTRATIONS

None required.

PHYSICAL DEMANDS The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; use hands to finger, handle, or operate computers, objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, distance vision, peripheral vision, and ability to adjust focus.

Must be physically able to operate a motor vehicle. Able to work evenings and weekends, as assigned.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Office environment; subject to constant interruptions. Occasional outside activity that may take place during extreme hot or cold temperatures. The noise level in the work environment is usually moderate.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.