

Vail Unified School District
Job Description

Job Title: COMMUNITY PROGRAMS SPECIAL OFFICE ASSISTANT

Department: Community Programs

Reports To: Community and Connections Director and Office Manager

FLSA Status: Non-Exempt

Level: 13

Approved: October 23, 2018

SUMMARY

Provides high-level administrative support by performing a wide variety of specialized duties, in addition to assisting with the coordination of projects & events within Community Programs and the district.

ESSENTIAL DUTIES, AND RESPONSIBILITIES include the following. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Serves as a resource to staff, visitors, and the community.
- Provides administrative support to the Community Programs Department.
- Assists with organizing, coordinating, and preparing for meetings.
- Researches, analyzes, coordinates defined areas within project and event planning.
- Assists with project organization, documentation, research, reporting, and other various project duties, such as creating reports, forms, spreadsheets, flyers, and brochures.
- Assists with compiling data from projects and events that will be reviewed by planning committees.
- Attends relevant meetings, trainings, workshops, and conferences and shares information gathered for the benefit of the district.
- Builds and maintains professional relationships and seeks opportunities to learn from staff, parents, civic and community groups about issues related to assigned area of responsibility.
- Assists with communication between district staff, governing board, parents, students, vendors, service providers, the community, and the public.
- Coordinates with various departments the dissemination of documents and information in a timely manner.
- Compiles a wide variety of information, including assisting auditors, verifying data for accuracy, and implementing and retrieving data as required.
- Assists in preparing supply and equipment budgets for Community Programs.
- Creates, maintains, and tracks purchases.

- Orders supplies.

SUPERVISORY RESPONSIBILITIES

None.

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.

EDUCATION and/or EXPERIENCE

- High school diploma or general education degree (GED)
- Minimum one year of related clerical or administrative assistant experience
- Minimum one year of experience using word processing, database, and spreadsheet applications.
- Or any equivalent combination of skills, experience, and/or training as deemed suitable by the Director of Community Programs.

LANGUAGE SKILLS

Ability to listen and obtain clarification. Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to speak effectively to students, parents, employees, and members of the community. Ability to write routine reports and correspondence. Ability to communicate effectively with individuals with diverse backgrounds and needs.

CUSTOMER SERVICE SKILLS

Ability to manage difficult or emotional student or customer situations. Responds promptly to customer needs, solicits feedback to improve service. Responds to requests for service and assistance. Meets commitments.

ETHICS, JUDGEMENT, PROFESSIONALISM

Treats others with respect and dignity. Upholds organizational mission, vision, and values. Demonstrates willingness to make decisions. Exhibits sound and accurate judgment. Supports and explains reasoning for decisions. Includes appropriate people in decision-making process. Makes timely decisions. Approaches others in a respectful manner. Reacts well under pressure. Accepts responsibility for own actions.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply concepts such as fractions, percentages, rates, ratios and proportions to practical situations. Ability to draw and interpret graphs.

REASONING ABILITY

Ability to apply common sense, understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in

standardized situations. Identifies and resolves problems in a timely manner. Gathers and analyzes information skillfully, developing alternate solutions. Works well in group problem solving situations. Uses reason when dealing with emotional topics and situations.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must be able to obtain and maintain a valid Arizona Fingerprint Clearance Card.
- Must submit a report of a negative Mantoux skin test administered no later than 12 hours after the employment start date; or a physician's written statement that the employee is currently free of tuberculosis.
- Must maintain a valid Arizona driver's license and proof of minimum coverage in automobile insurance.

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.

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

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Work is typically performed in an office setting. Infrequent activity is outdoors in all types of weather, including direct summer sun and heat. The noise level in the work environment is usually moderate.

TRAVEL

This position requires the employee to be able to travel efficiently between the District Office and school sites. Travel is occasional in the local area with infrequent trips within the state.