

JOB TITLE: **ADMINISTRATIVE ASSISTANT IV**

REPORTS TO: Designated School Principal or Program Coordinator

POSITION PURPOSE:

Coordinates and provides secretarial, technical, research, and office services; serves as confidential secretary to school principal or program coordinator; and performs designated administrative duties to support school and/or program operations. Typical duties depend on specific assignments and may include: composition of detailed business correspondence and meeting minutes; coordination of various interdepartmental and public matters; serving as a key contact person for the school and/or program; preparation of detailed records, contracts, personnel actions, research and administrative reports; and may provide support in the budgeting process.

NATURE & SCOPE:

This position is subject to board policies, administrative rules and procedures, department regulations and applicable state and federal statutes. This position carries no administrative authority or responsibility.

DISTINGUISHING CHARACTERISTICS:

This is the senior level class in the Administrative Assistant series and is distinguishable from the Administrative Assistant III by their breadth of knowledge and level of responsibility. Incumbents perform more complex and specialized tasks of a confidential and/or sensitive nature, and designated administrative tasks requiring detailed knowledge and understanding of program and/or school and MESD functions, policies, and procedures, and technical expertise to maintain/update website content. Incumbents also exercise more independent judgment in problem solving and coordinating assigned duties than incumbents at the Administrative Assistant III level.

The Administrative Assistant IV classification is distinguished from the higher level of classification of Administrative Assistant V as the latter performs highly complex and specialized administrative and secretarial tasks, including work of a highly-confidential and/or highly-sensitive and technical nature, for a Director or other department head, and provides budget and/or contracting support for a program, school, and department. In contrast, the Administrative Assistant IV provides administrative and secretarial support, including work of a sensitive, confidential and technical nature for a school principal or program coordinator, and incumbent may provide budget support for a school or program.

ESSENTIAL JOB FUNCTIONS:

1. Coordinates the office operations of a school principal or supervisory staff. Assists with the administrative tasks involving personnel, budgets, program monitoring, resources, and contract administration.
2. Performs a wide variety of moderately complex confidential administrative and secretarial support for principal, supervisory personnel, students, or other staff, which may include

- responsibility for area reception; assisting students or staff with daily problems, questions, or other concerns; providing exceptional customer service; data entry; word processing; filing; document processing; and distributing/sorting mail, records, and other communications.
3. Screens incoming calls, mail and visitors in a professional, business-like manner; schedules appointments and meetings; provides information regarding established departmental or MESD services or processes within scope of authority; and responds to general inquiries, concerns and complaints regarding services or programs or refers to other appropriate individual.
 4. Prepares, types, proof forms, letters, documents, brochures, statistical reports and other documentation based on established formats, written drafts, or established procedures or instructions; prepares required reports, tables, spreadsheets, and/or other documents.
 5. Demonstrates proficiency in operating word processing (including template design), databases, and other office software programs; and ability to orient/train others in this area
 6. Demonstrates proficiency using standard office equipment, including but not limited to computer, copier, fax machine, etc.
 7. Orients, trains, and offers assistance to staff in software usage and development, technical procedures or other office procedures and coordinates school and/or program administrative/clerical workflow to avoid duplication of work. Also may coordinate the day-to-day work activities of administrative and/or clerical support staff or temporary employees.
 8. Coordinates logistics for meetings and workshops by making room, registration and travel arrangements as necessary. Participates in developing agendas by collecting related materials; attends meetings to record proceedings and transcribes minutes; and distributes minutes to group members.
 9. Sets up and maintains detailed records for assigned area utilizing computerized and manual recordkeeping systems to assure accurate reports.
 10. Processes forms, notices, orders, or lists for specialized departmental activities, such as human resource actions, school registration, and annual service reports. Maintains related records and reports.
 11. Compiles and reviews data from varied sources and makes summary reports. May involve advanced mathematical calculations, tabulations, outlines, and presentation materials in accordance with departmental formulas and practices.
 12. Ability to create, maintain, and update website content.
 13. Audits reports and/or records systems periodically, notifying appropriate individuals of discrepancies and correcting information as required.
 14. Processes purchase orders, expense reimbursement statements, travel requests, and other related requisitions assuring proper approvals, coding and records; purchases office supplies and equipment for the unit and maintains inventory of supplies and related records.
 15. Maintains a variety of confidential and sensitive files and filing systems by sorting and filing documents and records using alphabetical, index, cross reference, and other files; prepares outgoing mail for delivery; and makes copies of documents.

16. Creates, modifies, and utilizes templates, forms, and processes for use in reporting, tracking, and reconciling financial and billing information, unit grants, funding, petty cash, and budgets; trains administrators, supervisors, and support staff on the use of the forms, templates, and processes; and may perform basic bookkeeping, budgeting, and reconciling tasks.
17. Serves as a key contact person for the department, which may include responsibilities for liaison with other MESD departments, staff, school districts and agencies, and performs designated duties to represent the director.
18. Assists the school principal or coordinator with the preparation of required documents, reports, and policies for senior management and board review.
19. Maintains regular and timely attendance

OTHER JOB FUNCTIONS:

1. Provides back-up support to other positions in case of absence or work overload. This may include performance of designated duties assigned to supervisory personnel.
2. Attends program and/or department staff meetings.
3. May participate in the training and/or directing day-to-day the work of other classified employees, students, or volunteers as authorized.
4. Performs other related duties as assigned.

WORKING CONDITIONS:

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

Work is performed in a typical office environment and is subject to moderate noise.

PHYSICAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of his classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. **Mobility:** Frequent sitting for long periods of time; occasional bending or squatting.
2. **Lifting:** Frequently up to 10 pounds; occasional up to 25 pounds.
3. **Vision:** Constant use of overall vision; frequent reading and close-up work; occasional color and depth vision.
4. **Dexterity:** frequent use of keyboard; frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching.
5. **Hearing/talking:** frequent hearing and talking, in person and on telephone.
6. **Emotional/Psychological:** frequent decision-making and concentration; frequent public and/or co-worker contact; occasional working alone.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Outstanding knowledge of secretarial and office practices, procedures, and equipment.
2. Outstanding knowledge of and ability to use business English, including composition, spelling, grammar, punctuation, and letter format.

3. Detailed knowledge of school and/or program and MESD functions and procedures.
4. Working knowledge of MESD budgeting, contracting, bookkeeping, and personnel practices and procedures.
5. Outstanding skills in operating standard office equipment, including but not limited to computer, copier, fax machine, etc.
6. Excellent oral and written communications skills to explain policies and procedures and to deal with other staff, agencies, and the general public using courtesy, tact, and good judgement.
7. Ability to perform calculations using advanced mathematics, including addition, subtraction, multiplication, division, fractions, and percentages.
8. In depth knowledge of specialized office practices, procedures, and equipment appropriate for assigned responsibilities.
9. Ability to coordinate functions and work independently, prioritizing tasks to meet deadlines while maintaining accuracy and attention to detail.
10. Ability to maintain complex, confidential, and specialized records and prepare narrative reports based thereon.
11. Advanced proficiency in operating word processing (including template design), databases, website content updating, and other software programs; and ability to orient/train others in this area.
12. Advanced ability to set up and maintain varied and detailed computerized filing and record keeping systems.
13. Ability to organize, research, and maintain a variety of documents, materials, and information
14. Ability to locate, identify, and correct inaccurate or incomplete information.
15. Ability to manipulate data, tables, and charts.
16. Ability to understand, apply, and explain MESD/department policies and procedures.
17. Ability to maintain the confidentiality of sensitive and confidential materials.
18. Establishes and maintains effective working relationships with those contacted in the course of work.
19. Superior ability to multi-task and work as part of a team

MINIMUM QUALIFICATIONS:

High School diploma, or G.E.D., post high school coursework in secretarial, administrative and/or bookkeeping practices and (5) five years of progressively responsible secretarial and/or administrative assistant experience including administrative support at a management level; or any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job. Bilingual and/or experience in a government organization desirable. Valid driver's license and available vehicle may be required depending on specific assignment.

I have reviewed and understand the above mentioned job responsibilities and essential duties, and I acknowledge that I am able to perform the essential functions.

Employee Print Name

Signature

Date: _____

Supervisor Print Name

Signature

Date: _____