

**Enterprise Elementary School District  
Job Description**

**Job Title:** Administrative Assistant (Confidential Position)  
**Department:** Assigned Department(s)/Program(s)  
**Reports To:** Department/Program Administrator or Manager  
**Range:** Confidential Salary Schedule – Range F  
**Prepared By:** Human Resources  
**Prepared Date:** April 12, 2019  
**Approved By:** Board of Education  
**Approved Date:** 5/29/19

**SUMMARY:** Under the direct supervision of the assigned department/program administrator or manager, performs highly complex and responsible executive secretarial and administrative services; performs a wide variety time sensitive and highly confidential functions; prepares reports; and performs other duties which reasonably relate to the above.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Build and maintain positive relationships with other public officials, school employees, parents and students using effective verbal/non-verbal skills.
- Maintain personal hygiene and wear appropriate attire for the position
- Receive, welcome, screen and refer visitors and telephone inquiries to the Administrator/Manager or designee; when appropriate, directs them to others; or resolves the callers' requests as necessary.
- Maintain close relations and liaison with other departments and school site personnel while sustaining District's integrity and security.
- Maintain a highly professional public image in all contacts.
- Work with others as a team in a fast paced environment.
- Effectively use conflict resolution skills.
- Effectively communicate to supervisor regarding problems that arise
- Maintain a high level of confidentiality. Prepare confidential correspondence, documents and bulletins for the department/program as necessary.
- Review and interpret highly confidential information
- Assist with or responsible for meeting facilitation which includes, but is not limited to, scheduling, inviting attendees, booking room, agenda, meeting support and minutes.
- Assist with or responsible for maintaining public documents in accordance with all applicable policies, laws and regulations.
- Assist with or be the Administrator of District programs, information systems, etc
- Research and interpret laws relating and applying to policy, create draft policy for review, and maintain policy files.
- Receive and review all mail and correspondence directed to the department/program to assure its proper distribution. This may require assembling or attaching appropriate data relative to specific items, annotating or highlighting key elements, and replying to or routing other items not requiring the Administrator/Manager or designee's personal attention.
- Perform research, analysis, drafts, and report preparation in response to specific requests.
- Prepare, maintain and compile accurate and complete records and reports.
- Research, analyze, and prepare reports on issues with minimal supervision.
- May be responsible for department time cards and assist with/or track department leaves.

- Maintain the department/program and/or administrator/manager calendar(s).
- Maintain efficient files.
- Create and update forms.
- Update information on District website pertaining to assigned department.
- Process purchase orders.
- Coordinate all aspects of meetings, seminars, and conferences including travel.
- Compose difficult letters independently.
- General clerical duties such as photocopying, faxing, scanning, mailing and filing.
- Continue professional development in secretarial, communications, human relations, financial analysis, and management skills.
- Perform other duties which reasonably relate to this position.

**QUALIFICATION REQUIREMENTS:** 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.

- Highly knowledgeable in office practices and policies through directives, and collective bargaining agreements;
- Ability to review and interpret highly confidential information; analyze situations to define issues and draw conclusions;
- Excellent mechanical skills; accurate typing; extensive and up-to-date knowledge of business English, including vocabulary, grammatical usage, punctuation, and report presentations;
- Ability to analyze situations accurately and adopt an effective course of action.
- Ability to perform responsible, complex administrative assistant and clerical work;
- Has strong leadership ability;
- Provide leadership and training to employees in areas related to but not limited to assigned department.
- Ability to work under highly stressful situations in a calm manner;
- Ability to deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise and firmness;
- Ability to determine and maintain confidentiality;
- Use modern office practices and procedures, and standard office equipment operation;
- A working knowledge of laws related to assigned department.
- Knowledge of basic personnel principles and practices;
- Specialized duties require access to and possession of information relating to employer-employee relations; therefore, this is a Confidential position and not a part of the Classified Bargaining Unit;
- A working knowledge (or quickly acquired knowledge) of Enterprise School District Board policies and administrative regulations, general philosophy, and beliefs;
- Ability to establish and maintain harmonious relationships with staff, students, parents and collaborative agencies using tact, patience and courtesy;
- Ability to relate well with diverse cultural and socio-economic groups;
- Maturity, confidence, tact, and personal judgment required of a professional administrative assistant to effectively deal with stressful, diverse, and dynamic work situations;

**SUPERVISORY RESPONSIBILITIES:** Supervises and directs clerical personnel when required.

**PREFERRED QUALIFICATIONS**

- Strong communication skills and ability to listen, calm, direct (as appropriate), and solve conflicts
- Expertise in word processing, database, and spreadsheet software
- Ability to create attractive brochures, flyers, posters

**UNIQUE REQUIREMENTS**

- This position requires a flexible schedule. It is a 40-hour per week assignment, but the hours of the assignment will vary depending on the requirements of meeting schedules for any given week.

**EDUCATION AND/OR EXPERIENCE:**

- Associate's degree (A.A.) or equivalent from two-year college or business school, or equivalent, and five (5) years of increasingly responsible secretarial/administrative assistant experience.

**LANGUAGE SKILLS:**

- Ability to read, analyze, and interpret board policies, general periodicals, professional journals, technical procedures, or government regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of administrators, staff, parents, and the public.

**MATHEMATICAL SKILLS:**

- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:**

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of abstract and concrete situations.
- Ability to effectively present information to administrators, staff, the public, and the Board of Education.
- Communicate effectively, both orally and in writing, using clear, Standard English.

**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 talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to manipulate, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.

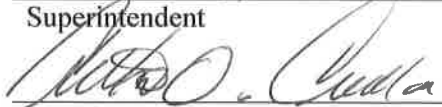
**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles.

The noise level in the work environment is usually moderate.

  
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Superintendent

5/29/19  
\_\_\_\_\_  
Date

  
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Board Approval (Clerk)

5/29/19  
\_\_\_\_\_  
Date