

**Enterprise Elementary School District
Job Description**

Job Title: Administrative Assistant, Business Services (Confidential Position)
Department: Business Services
Reports To: Superintendent or designee
Range: Confidential Salary Schedule – Range F
Prepared By: Administrative Assistant, Human Resources
Prepared Date: March 29, 2005
Approved By: Board of Education
Approved Date: June 1, 2005

SUMMARY: Under the direct supervision of the Superintendent or designee, performs complex and responsible executive secretarial and administrative services in the areas of attendance, facilities; board memos; board resolutions; and provide administrative assistant support for the Business Services Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Prepare correspondence, and bulletins for the Business Services Department; composes correspondence as necessary.
- Receive and review all mail and correspondence directed to the Business Services Department 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 Superintendent or designee's personal attention;
- Maintain efficient files for the Business Services Department;
- Schedule and coordinate appointments and makes travel arrangements;
- Knowledgeable in all aspects of PowerSchool;
- Responsible for the establishment and maintenance of all attendance records;
- Homeless letters and transportation coordinator;
- Responsible for preparing state attendance reports;
- Inservices for Attendance Clerks;
- Maintain the Attendance calendar;
- Perform accounting duties;
- Maintains record on Use of Facilities and bills accordingly;
- Maintains file of all insurance claims against the district;
- Prepare Transportation billing for the school sites;
- Coordinates annual Student Insurance for the school sites;
- Maintains file of student accident reports from the sites;
- Works directly with contractors, architects, and inspectors on building projects;
- Prepares Government Fleet Smog Check report;
- Arranges all phone line connections in the district;
- Process purchase orders;
- Receive, welcome, screen and refer visitors and telephone inquiries to the Superintendent or designee; when appropriate, directs them to others; or resolves the callers' requests as necessary;
- Perform research, analysis, drafts, and report preparation in response to specific requests;

- Maintain close relations and liaison with other departments and school site personnel while sustaining District's integrity and security;
- Maintain a high level of public image in all contacts;

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.

- Knowledgeable in state attendance reporting system;
- Review and interpret information; analyze situations to define issues and draw conclusions;
- 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 Business Services.
- 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;
- A working knowledge (or quickly acquired knowledge) of Enterprise School District Board policies and administrative regulations, general philosophy, and beliefs;
- Compose letters independently;
- Maintain and compile accurate and complete records and reports;
- Research, analyze, and prepare reports on issues with minimal supervision;
- 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;
- Use modern office practices and procedures, and standard office equipment operation;

PREFERRED QUALIFICATIONS

- Strong communication skills and ability to listen, calm, direct (as appropriate) and solve conflicts
- Expertise in word processing, database and spreadsheet

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.) desired or equivalent from two-year college or business school, or equivalent, and five (5) years of increasingly responsible secretarial/administrative assistant experience preferable.

LANGUAGE SKILLS:

- Ability to read, analyze, and interpret 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 general 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, use hands to manipulate, handle, or feel objects, tools, or controls; reach with hands and arms;. The employee frequently is required to sit, stand and walk. The employee is occasionally required to 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.

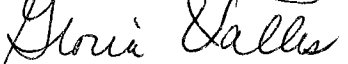
HAZARDS – Potential for contact with dissatisfied or abusive individuals.

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.



 Director of Human Resources


 Board Approval (Clerk)

5-24-05

 Date
 6-1-05

 Date