

# PARK CITY SCHOOL DISTRICT

## JOB DESCRIPTION

### ADMINISTRATIVE ASSISTANT – COMMUNITY EDUCATION

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#### **DEFINITION:**

Under the direction of a Director or administrator of an assigned program, perform varied and responsible duties to relieve the Director of administrative and clerical detail; plan, coordinate, and organize office activities and coordinate flow of communications and information for the Director; prepare and maintain a variety of manual and automated records and reports related to assigned department and activities; provide direction, training, and support to department staff.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Perform varied and responsible duties to relieve the Director of administrative and clerical detail; plan, coordinate, and organize office activities and coordinate flow of communications and information; ensure smooth and efficient office operations.
- Serve as primary administrative support to the Director; perform public relations and communication services for the Director; prepare Board reports and submit for review; receive, screen, and route telephone calls; take, retrieve, and relay messages, as needed; schedule and arrange appointments, conferences, and other events.
- Receive visitors, including administrators, staff, parents, and the public; provide information or direct to appropriate personnel; exercise independent judgment in resolving a variety of issues; refer difficult issues to the Director, as needed; provide technical information and assistance related to department operations and related laws, rules, regulations, policies, and procedures.
- Compile information and prepare and maintain a variety of records, logs, and reports related to programs, students, financial activity, budgets, attendance, staff, projects, and assigned duties; establish and maintain filing systems; revise, verify, proofread, and edit a variety of documents.
- Input a variety of data into an assigned computer system; establish and maintain automated records and files; initiate queries, develop spreadsheets, manipulate data, and generate various computerized lists and reports, as requested; ensure accuracy of input and output data.
- Compose, independently or from oral instructions, note or rough draft, a variety of materials such as inter-office communications, mailers, forms, letters, memoranda, bulletins, agenda items, labels, fliers, requisitions, handbooks, newsletters, brochures, certificates, contracts, and other materials; format materials to meet program and office needs.
- Assist in monitoring staff, subs, or students as needed; ensure tasks are completed; provide training and work direction as needed.
- Prepare regular payroll reports and submit reports to the payroll department.
- Interpret, explain, and assure that District policies, procedures, and rules are correctly followed by staff, students, volunteers, and visitors.
- Research, compile, and verify a variety of data and information; compute statistical information for various reports, as necessary; process a variety of forms and applications related to assigned functions; duplicate and distribute materials, as needed.
- Coordinate, schedule, and attend a variety of meetings, workshops, and special events; prepare and send out notices of meetings; compile and prepare agenda items and other required information for meetings, workshops, and other events; set-up equipment and supplies for meetings and other events, as needed; take, transcribe, and distribute minutes, as directed.
- Perform a variety of clerical accounting duties in support of assigned program or office; monitor funds for income and expenditures, account balances, and financial transactions; process invoices for payment; assist in ensuring expenditures do not exceed established budget

limitations; calculate, prepare, and revise accounting and budgetary data; balance and reconcile assigned accounts and budgets.

- Perform special projects and prepare various forms and reports on behalf of the assigned director; attend to administrative details on special matters, as assigned.
- Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns.
- Operate a variety of office equipment including a calculator, copier, scanner, fax machine, computer, and assigned software.
- Receive, sort, and distribute mail; prepare and distribute informational packets and bulk mailings.
- Maintain appointment and activity schedules and calendars; coordinate travel arrangements and hotel reservations; reserve facilities and equipment for meetings and other events.
- Monitor inventory levels of office and designated supplies; order, receive, and maintain appropriate levels of inventory; prepare, process, and code purchase orders and invoices; arrange for billings and payments, as directed.
- Collect various monies and fees for assigned office or programs; prepare deposits, as directed.

#### **OTHER DUTIES:**

- Perform related duties as assigned.
- Substitute for or relieve other school personnel as required.

#### **REQUIRED QUALIFICATIONS:**

##### Education and Experience:

- Any combination equivalent to: graduation from high school supplemented by college-level coursework in a related field and four (4) years of increasingly responsible clerical experience involving frequent public contact.

##### Licenses and other Requirements:

- Criminal Justice Fingerprint/Background Clearance.
- Valid First Aid and CPR Certificate issued by an authorized agency

##### Knowledge of:

- Department organization, operations, policies, and objectives.
- Policies and objectives of assigned programs and activities.
- Terminology, practices, and procedures of assigned office.
- Record-keeping and filing techniques.
- Business letter and report writing, editing, and proofreading.
- Telephone techniques and etiquette.
- Methods, procedures, and terminology used in clerical accounting work.
- Modern office practices, procedures, and equipment.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Data control procedures and data entry operations.
- Interpersonal skills using tact, patience, and courtesy.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Methods of collecting and organizing data and information.
- Mathematic calculations.

##### Ability to:

- Perform varied and responsible secretarial and administrative assistant duties to relieve the Director of administrative and clerical detail.

- Plan, coordinate, and organize office activities and coordinate flow of communications and information for the Director.
- Ensure smooth and efficient office operations.
- Learn, interpret, apply, and explain laws, codes, rules, regulations, policies, and procedures.
- Compose correspondence and written materials independently or from oral instructions.
- Perform a variety of clerical accounting duties in support of assigned department or program.
- Answer telephones and greet the public courteously.
- Complete work with many interruptions.
- Compile and verify data and prepare reports.
- Maintain a variety of records, logs, and files.
- Utilize a computer to input data, maintain automated records, and generate computerized reports.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Work independently with little direction.
- Communicate effectively both orally and in writing.
- Add, subtract, multiply, and divide with speed and accuracy.

**WORKING CONDITIONS:**

Work Environment:

- Indoor/Office environment.

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.

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.
- Sitting for extended periods of time.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**FLSA STATUS:**

**APPROVAL DATE**

**SALARY GRADE**

**Non-Exempt**

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