

Zachary Community School Board

Position Description

JOB TITLE: Administrative Assistant

REPORTS TO: Superintendent of Schools

SCOPE OF RESPONSIBILITIES:

To serve as the confidential assistant to the Superintendent of Schools. Performs duties independently and exercises a high degree of independent judgment and initiative in determining the approach/action to take in routine and non-routine situations.

PERFORMANCE RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

- Assists the Superintendent with variety of administrative matters by assuming delegated authority in assigned areas.
- Independently composes and types correspondence for signature regarding administrative matters, general office policies, and programs based on knowledge of Superintendent's views and verbal instructions.
- Anticipates and prepares material needed by the Superintendent for conferences, appointments, meetings, telephone calls, etc. and informs Superintendent on matters to be considered.
- Establish appointment priorities and reschedule appointments or invitations
- Represent Superintendent through telephone and personal contacts.
- Ensures, in the Superintendent's absence, that requests for action and information are furnished in a timely manner.
- Assesses the urgency and importance of situations and takes appropriate action.
- Summarizes content of situations and briefs Superintendent.
- Reviews and prioritizes mail, accepts calls, greets visitors, and answers questions regarding office policies, procedures, and services.
- Serves as executive support to department administrators as requested.
- Assists with research and typing for Superintendent and other staff members.
- Performs administrative support activities such as maintaining files and printing services.
- Reviews correspondence, receives telephone calls related to the most sensitive and confidential matters and determines appropriate action to be taken.
- Conducts and/or supervises special projects (i.e., school/community functions)
- Provides assistance with any design related projects.
- Maintains communications between schools and related school activities.
- Must be friendly, helpful, and accommodating to the general public.
- Must be service oriented with the philosophy that the customer is always right.
- Must work to help the Zachary Community School District become recognized as a model of excellence serving all citizens.
- Attends committee and board meetings as directed by the Superintendent.
- Performs other duties as assigned by the Superintendent.

WORK ENVIRONMENT/WORK HOURS:

Individual is required to work in an office setting with a climate-controlled environment subject to School Board energy policy guidelines. The length of the workday consists of hours assigned by the Superintendent and could vary as the result of day/evening activities or emergencies. In addition, job responsibilities may require work on weekends or holidays and attendance at meetings other than the location of the work site.

COMMUNICATION SKILLS:

- Must be able to effectively communicate in English both orally and in writing.
- Must be able to accurately compile and interpret data, summarize information, and provide reports to the Superintendent.
- Must have ability to accurately give and receive information via telecommunication system and must be able to communicate successfully with all employees of every level and outside agencies.

EQUIPMENT USED:

Telephone, computer, audio-visual aids, copy machine, facsimile machine, calculator and any other appropriate equipment.

PHYSICAL INVOLVEMENT:

- Standing, sitting, walking, reaching, bending, lifting up to 20 pounds is oftentimes required.
- Must be able to travel to various locations and move freely within work sites.
- Must have sufficient visual acuity to be able to work with computer monitors, read and interpret hand written documents.

MENTAL INVOLVEMENT:

- Must understand and interpret written and verbal instructions.
- Must be able to work independently with minimal supervision.
- Must have the ability to maintain accurate records.
- Must possess sufficient interpersonal skills to function compatibly with others.

HUMAN RELATIONS INVOLVEMENT:

- Must have the ability to work under the pressure of deadlines, interruptions, and the ability to deal with other employees in such a way as to maintain their goodwill.
- Must be able to respond positively to supervision and to accept commendations and recommendations.
- Must demonstrate sensitivity/understanding in interpersonal relations with persons of diverse cultures/backgrounds.

MINIMUM QUALIFICATIONS:

Five years of experience as an executive secretary or performing administrative duties for executive management.

TERMS OF EMPLOYMENT:

12 month employee

EVALUATION:

Shall be evaluated in accordance with the Zachary Community School Board Personnel Accountability Plan.

NOTE: This job description is a summary of the primary duties and responsibilities of the position. It is not intended to be a comprehensive listing of all duties and responsibilities. The Zachary Community School Board reserves the right to change this description at its discretion.

REVIEWED AND AGREED TO BY:

Applicant's Signature

Date

Print Name