



Admin Sec 6 / Dist Business

Purpose Statement

The job of Admin Sec 6 / Dist Business is done for the purpose/s of providing confidential administrative and secretarial support to assigned administrator(s); coordinating activities and appointments of assigned administrator(s); interacting with employees, students, and patrons; creating, maintaining, and distributing a variety of electronic and print documents; and providing information, recommendations and/or direction as requested by assigned administrator.

This job reports to Business Administration

Essential Functions

- Assists in a variety of meetings, workshops, and/or trainings (e.g. recording minutes, registering participants, scheduling dates and facilities, etc.) for the purpose of providing or receiving information, and supporting the needs of the attendees.
- Assists with a variety of financial procedures (e.g. district audits, school audits, PTA audits, etc.) for the purpose of providing support to department personnel.
- Compiles data from a variety of sources (e.g. time cards, Student Injury File, invoices, accident claims, property information, Monthly Attendance Report, etc.) for the purpose of providing support to department personnel.
- Coordinates a variety of projects, functions and/or program components (e.g. monitoring cash flow electronically, wiring money for payments, receiving monies and allocating to the correct account codes, Check Net, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.
- Maintains security of district documents (e.g. leases, contracts, agreements, etc.) for the purpose of ensuring the integrity of pertinent district documents.
- Maintains a wide variety of manual and electronic documents, files and records (e.g. employee records, financial records, district vehicle information, Board of Education minutes and indexing, District Policies Manual, District Procedure Manual, Check Net records, State Pool accounts, leave requests, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors a variety of accounts (e.g. accounts receivable, State Pool Investment Account, etc.) for the purpose of maintaining accurate account balances.
- Monitors a variety of activities/accounts on behalf of assigned Administrator (e.g. A/R, invoices for payment, District petty cash account, monthly financial activity report, State Pool Account, debit card accounts, etc.) for the purpose of ensuring accurate and reliable financial information.
- Prepares a variety of documents (e.g. some invoices for billing, money wires, deposits for bank, monthly district and school investment reports, monthly warrant report, etc.) for the purpose of communicating information and/or creating documentation in compliance with established guidelines.
- Processes documents and materials (e.g. time sheets, wired payments, invoices, Workers Compensation claims, etc.) for the purpose of disseminating information/responding to requests in compliance with administrative guidelines and/or regulatory requirements.
- Procures supplies and materials for the purpose of maintaining availability of required items.

- Researches a variety of topics (e.g. current practices, policies, education codes, etc.) for the purpose of providing information and/or recommendations and/or addressing a variety of administrative requirements.
- Responds to inquiries from a variety of internal and external parties (e.g. Board of Education, District staff, school staff, government agencies, insurance companies, banks, vendors, etc.) for the purpose of providing information or direction and/or facilitating communication among parties.
- Schedules a wide variety of activities (e.g. appointments, meetings, travel reservations/accommodations, facility usage, etc.) for the purpose of making necessary arrangements for assigned administrator.
- Supports assigned administrative personnel (e.g. performing secretarial and clerical tasks, providing technical assistance, maintaining calendars and office area, scanning newspaper articles and web sites for pertinent information, maintaining postal meter, accepting deliveries, etc.) for the purpose of providing assistance with their functions and responsibilities.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; and preparing and maintaining accurate records; customer service; managing projects/programs; monitoring activities; planning; and problem solving.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; concepts of grammar and punctuation; office practices and procedures; bookkeeping practices; and codes/laws/rules/regulations/policies.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; displaying tact and courtesy; maintaining confidentiality; setting priorities; being attentive to detail; establishing and maintaining effective working relationships; working as part of a team; working with frequent interruptions; and reliability.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is desired.

Education: Targeted, job related education with study in job-related area.

Equivalency:

Required Testing

Pre-employment Proficiency Test

Continuing Educ. / Training

Occasionally as needed to perform changing essential functions of position

Certificates and Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

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