

Arlington School District No. 16
Job Description

JOB TITLE: Administrative Assistant

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| CLASSIFICATION: | Classified – Public School Employees |
| LOCATION: | Arlington School District |
| REPORTS TO: | Building Principal/Supervisor |
| HOURS: | Varies |
| SALARY: | Per PSE schedule |

SUMMARY: The Administrative Assistant will provide support to a District department, anticipating and taking initiative with minimal supervision in situations as appropriate, prepare purchase orders, maintain accurate records and files, provide exemplary customer service and consistently project a professional and positive image of the office and the District while maintaining strict confidentiality.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

- Provide customer service to staff and community, in person, by telephone, and email. This includes providing requested information using discretion, and troubleshooting potential problems
- Make arrangements for meetings as requested, including facilities, catering and speakers
- Process purchase orders for materials and services for district staff
- Record and prepare accurate and timely meeting minutes as requested
- Prepare registrations and make arrangements for travel
- Maintain an effective working knowledge of school data management systems
- Maintain a working knowledge of federal and state laws pertaining to position
- Ability to keep accurate internal records for external reporting
- Prepare and maintain district documents using Microsoft Office or other computer software
- Perform effectively in a highly collaborate setting focused on team work
- Ability to provide superior customer service to all constituent groups
- Coordinate with Superintendent's office for coverage and support
- Order and manage the purchase of equipment, supplies and materials for department
- Maintain budgets and account for funds including recording and depositing
- Generate reports and other documents as requested
- Know and follow district policies and procedures
- Observe strict confidentiality regarding student and personnel information
- Refer questions regarding district operations to appropriate staff for response
- Demonstrate professionalism through punctuality and minimal absences
- Other duties as assigned

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.*

EDUCATION and/or EXPERIENCE:

High School diploma, or equivalent, college preferred

Three (3) years or more of recent secretarial experience, working in an office setting using various computer applications and demonstrated proficiency in standard office procedures.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Washington State driver's license

Current First Aid/CPR Card (may be required)

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business and technical manuals, laws or governmental regulations. Ability to write reports, business correspondence, and procedures. Ability to effectively present information and respond to questions, from administrators, parents, students, and the general public.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts, such as discounts, proportions, percentages and totals and to apply concepts of basic mathematics.

REASONING ABILITY:

Ability to solve practical or complex problems and deal with a variety of concrete and abstract variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES:

- Ability to read and monitor budgets.
- Knowledge of basic accounting principles and budgeting, and financial record keeping; correct spelling in written communication.
- Knowledge of WSIPC database or willingness and ability to learn quickly.
- Knowledge of all general secretarial procedures.
- Knowledge of operation of office equipment and supplies, including copiers, binders, and folders.
- Skill in organizing tasks and duties.
- Skill with word processing and spreadsheet applications including the use of Word and Excel.
- Skill to read and interpret rules and laws and apply them with good judgment in a variety of situations.
- Ability to maintain confidentiality.
- Ability to maintain a positive attitude at all times.
- Ability to communicate effectively with coworkers, staff, parents and the public both verbally and in writing.
- Ability to learn new skills and adapt to a variety of working situations.
- Ability to organize, set priorities, meet deadlines, attend to detail and follow through on assigned tasks.
- Ability to work in an office situation where there interruptions occur frequently and priorities are often modified, requiring a high degree of flexibility.
- Ability to maintain high standards of professionalism and diplomacy in dealing with the public, district staff and establish cooperative working relationships.
- Ability to communicate a positive image of the employer through attendance, personal and professional avenues.
- Ability and willingness to upgrade skills to maintain the highest level of efficiency and high quality work.

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 sit, stand and walk; occasionally bend or twist at the neck and trunk; lift and carry objects weighing up to 20 pounds; and use the hands to handle, finger, or feel objects, tools, or controls. Successful performance requires specific vision abilities that include close vision, distance vision, and peripheral vision.

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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.*

There are no unusual environmental conditions. Typically, the noise level in the work environment is moderate. The employee must be able to meet deadlines with time constraints and interact with students, parents, and other workers.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.