

Administrative Assistant to the Business Manager

Primary Function

To assist the Business Manager in the performance of department duties and responsibilities.

Organizational Relationships

Reports to the Business Manager.

Qualifications

- Graduation from high school.
- Proficient skill in English composition, grammar and spelling.
- Demonstrated skill in working with the public.
- Working knowledge of office technologies including phone, fax, scanning, database, word processing, and spreadsheets.
- Ability to perform assigned duties and tasks with a minimum of direction.
- Ability to maintain effective public and co-worker relationships.
- Ability to physically move about the building.
- Ability to understand and carry out oral and written directions.
- Ability to, on occasion, physically lift and move packages, boxes, and other materials weighing up to 25 pounds.
- Ability to physically type, manipulate a mouse, and operate a computer.
- Ability to handle personnel information with confidentiality.

Performance Responsibilities

1. Prepare correspondence, reports, notices, memos and Board of Education items.
2. Obtain, analyze, organize pertinent data and assemble information into usable and presentable form.
3. Maintain standard office filing system and records management.
4. Publish legal notices for budget, levy, bids and other legal requirements.
5. Act as liaison to copy service vendors.
6. Oversee security system database and ID card maintenance.
7. Coordinate outside printing services for Business Office.
8. Manage facility rentals process.
9. Prepare cash receipts for deposit and process fee payments.
10. Assist in responding to Freedom of Information Act requests.
11. Oversee work order and preventative maintenance database.
12. Annually coordinate application for document destruction.
13. Perform other related duties as assigned by the Business Manager

Terms of Employment

260 work days. Salary and work year established by the Board of Education.

Evaluation

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of support service personnel.