

CHARIHO REGIONAL SCHOOL DISTRICT

Job Description



Position Title Administrative Assistant to the Director of Administration and Finance
Reports To Director of Administration and Finance
Level/Grade
Type of position: 12 Month 10 Month Contractor

Qualifications

Experience or education with a concentration on the application of secretarial principles and practices.

Essential Duties and Responsibilities *(other duties may be assigned)*

- Schedules appointments and keeps calendar for the Director of Administration and Finance
- Handles telephone and email inquiries in an appropriate and timely manner
- Greets visitors and screens unexpected callers.
- Opens, organizes, and reviews the Director of Administration and Finance's daily mail; handling various inquiries/requests when appropriate.
- Organizes and maintains office filing system; maintains a variety of records and reports, including those of confidential nature.
- Composes correspondence for the Director of Administration and Finance's signature
- Coordinates meetings when necessary
- Assists in creation of bid documents and corresponding schedules
- Fixed asset responsibilities to include, but not limited to, maintaining depreciation data base
- Oversee and approve facility use of District-wide buildings, including invoicing in accordance with School Committee policy
- Reviews purchase orders for appropriate account numbers and use of operating budget funds
- Assists in the creation of budget and associated budget documents
- Maintain confidentiality

Supervises

N/A

Skills Required

- Highly Skilled in Microsoft Office (Excel, Word, etc.)
- Ability to read, analyze, and interpret general business correspondence and governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups, staff, parents, and the general public.
- Ability to calculate figures and amounts.
- Ability to utilize current technology for communication, data analysis, and access to research.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to establish and maintain effective working relationships with students, staff, and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and school committee policies.

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 stand, walk, sit, and talk or hear. Specific vision ability required by this job includes close vision and distance vision. Frequently, driving is required to meet the demands of this job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints and interact with the public and with other workers. The position may require the employee to work irregular or extended hours, direct responsibility for the safety, well being, or work output of other people, and meet multiple demands from several people.

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.
- The noise level in this environment may be loud, depending upon the activity in the particular part of the day and location.

Education Requirements

Specialized Training and/or Associates Degree

Terms of Employment

Work year, salary, and benefits established by the School Committee.

Creation Date: 3/14/2006

Revised Date: 8/1/2014

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.