



Littleton Elementary School District Position Description

TITLE: Administrative Assistant to Executive Director

CLASSIFICATION: Non-Exempt

GENERAL STATEMENT OF RESPONSIBILITIES: To perform highly responsible executive support functions for the Executive Director, including administrative management of sensitive and confidential issues, and coordinating meetings and calendars.

PRINCIPAL DUTIES: (essential functions)

- Independently plans and coordinates administrative support functions and services for Executive Director; provides administrative management of sensitive and confidential issues; duties may vary according to job assignment.
- Exercises initiative in performing administrative and community relations functions; resolves problems within scope of authority.
- Prepares information necessary for administrative decisions and implementation of policies and decisions; assures that action items are properly processed, managed and resolved.
- Answers questions where judgment, knowledge and interpretation of District policies, procedures and regulations are necessary; responds independently to inquiries when appropriate.
- Maintains calendars and schedules meetings and appointments; prioritizes and resolves complex meeting schedules; coordinates meeting rooms and resources.
- Updates, maintains and organizes electronic and paper files, records, reports and documents; maintains file integrity and confidentiality by monitoring and assuring compliance to District policies and procedures; assures the accuracy of the electronic and paper filing systems
- Collects and compiles information for quarterly newsletter and other District communications.
- Conducts and coordinates assigned projects; identifies and resolves problems.
- Composes correspondence and other documents on a wide variety of subjects requiring knowledge of the procedures and policies of the District; types, edits and prepares correspondence, memoranda, letters, legal and technical documents, information packets and other communications.
- Updates and maintains statistical information, reports and related documents.
- Maintains the absolute confidentiality of all records and information.
- Interprets or translates as necessary.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of District organization, operations, policies and procedures.
Knowledge of record keeping and confidential records management principles.
Knowledge of executive level administrative responsibilities.
Knowledge of methods and standards for preparing correspondence, reports and special communications.
Knowledge of standard office equipment and computer hardware and software applications.
Knowledge of general office processes and procedures.
Knowledge of customer service techniques.
Knowledge of safe work practices.

Skill in interpreting policies, statutes, rules and regulations relevant to specific areas of job assignment.
Skill in managing administrative services with minimum supervision.
Skill in managing multiple projects, duties and assignments.
Skill in conducting research and preparing administrative reports.
Skill in using initiative and independent judgment within established procedural guidelines.
Skill in handling people tactfully and courteously, and answering questions within the scope of authority.
Skill in communicating effectively, and using discretion and sound judgment.
Skill in meeting critical time deadlines.
Skill in composing memos, letters, reports and other documents.
Skill in using mathematics and maintaining accurate records.
Skill in dealing tactfully and courteously with individuals seeking information about school functions.
Skill in public relations and customer service.
Skill in establishing and maintaining effective relationships with co-workers, government agencies, elected officials, community organizations, the media, and the public.
Skill in effective communication, both verbal and written.

PHYSICAL REQUIREMENTS: Light physical demands; standard office environment; frequent to constant use of a personal computer. Required to perform the following physical requirements of the position with reasonable accommodation: vision corrected to 20/20, ability to hear in the normal range (corrected), able to speak clearly, and able to lift, move and carry up to 20 pounds.

MINIMUM QUALIFICATIONS: High school diploma or GED equivalent; AND four (4) year’s administrative support work experience; OR an equivalent combination of education and experience that provides the required knowledge and skill. Associate’s Degree is preferred.

Ability to read and write English is required; bilingual skills (English/Spanish) are preferred.

REQUIRED LICENSE/CERTIFICATION: Valid State of Arizona Driver’s License.

TERMS OF EMPLOYMENT: Twelve months per year. Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Board’s policy on evaluation of classified personnel.

Approved by: _____ Date: _____

Reviewed to and Agreed to by: _____ Date: _____