

**BOULDER VALLEY SCHOOL DISTRICT
CLASSIFIED STAFF JOB DESCRIPTION**

Job Title: **Administrative Assistant**
 Pay Program: **Classified Staff / Office Professional**
 Reports to: **Director of Department**
 Prepared/Revised Date: **January 2008**

FLSA Status: **Non-Exempt**
 Pay Range: **Unit D; Grade 4**
 Work Year: **12 months**
261 days

SUMMARY: Responsible for providing support to administrative and department as a whole. Also providing support to schools, departments and employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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.*

Job Tasks Descriptions	Frequency	% of Time
1. Provide administrative support by creating letters, memos and reports. Preparing, researching and gathering information for special projects and other related materials and documents that deal with matters that may be of a highly confidential or sensitive nature. Coordinates projects: complies, synthesizes, analyzes, writes and formats reports, forms, submissions and other requested data.	D	15%
2. Coordinating administrative duties, including but not limited to: manage phone calls, screen and direct to appropriate person, answer inquiries, follow through on requests, solve non-routine problems; schedule appointments, maintain calendars and filing system; open and distribute mail, handle faxes; prepare compose, process and distribute correspondence or other printed information to parents, department, district staff and community; arrange meetings, conferences and workshops, order refreshments; may attend meetings to participate and/or take notes, prepare agendas and announcements.	D	50%
3. Compile information into and extract information from district and department information databases, outside website and database sources.	D	4%
4. Prepare payment of invoices in the district financial or purchasing card system. Review purchase card transactions, reconcile and prepare proper documents and reports for department and financial services. Maintain petty cash accounts.	D	10%
5. Responsible for bookkeeping, accounting and financial functions utilizing the district financial system; including but not limited to: deposits and purchase orders for equipment, food and supplies. Compiles time and attendance reports, including payment for stipends and other pay.	D	10%
6. Develop and promote good relations as a department resource for parents, students, staff and the community with respect to district issues, policies and procedures.	D	5%
7. Request repairs for building/equipment to the Maintenance Department and various vendors.	W	1%
8. Perform other duties as assigned.	D	5%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma, completion of G.E.D., or equivalent
- More than three years of experience in general office occupations and computer experience.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Advanced oral and written communication skills.
- Intermediate English language skills.
- Advanced interpersonal relations skills.
- Intermediate math and accounting skills.
- Advanced personal computer, keyboarding and word processing skills.
- Intermediate customer service and public relations skills.
- Intermediate critical thinking and problem solving skills.
- Advanced organizational skills.
- Ability to maintain confidentiality in all aspects of the job.

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- Ability to manage multiple priorities.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Basic Bilingual skills (English/Spanish) preferred.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Office Programs.
- Operating knowledge of and experience with typical office equipment, such as telephones, copiers, fax machines, e-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Director of Department	103

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	No direct reports		

- This position acts as a technical resource for the department by answering questions and directing calls to appropriate personnel, handling concerns regarding communication process and general office equipment.

SAFETY TO SELF AND OTHERS

Telephone headset is recommended.

Step stool is required.

Wrist rest for computer key board and mouse is required.

Ergonomic chair for desk and computer use is recommended.

The physical demands, work environment factors and mental functions described below 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.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORK ENVIRONMENT: The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to communicate and use interpersonal skills. Frequently required to copy, coordinate, compile and negotiate. Occasionally required to compare, analyze, instruct, compute, and evaluate.