

# ADMINISTRATIVE ASSISTANT



<b>Department:</b>	All Departments
<b>Reports To:</b>	Director or Program Supervisor
<b>Group/FLSA Status:</b>	Classified Staff (CEA) / Non-exempt
<b>Revised:</b>	5/03/2017

## **SUMMARY:** *(Brief description summarizing the overall purpose and objectives of the position.)*

The Administrative Assistant performs skilled administrative support, coordinates day-to-day operations and provides assistance to staff, students, and others and related work as apparent or assigned.

## **ESSENTIAL FUNCTIONS:** *(Typical tasks but not all inclusive – major duties of the position.)*

- Provides skilled administrative support;
- Coordinates meetings, events, conferences and workshops as directed;
- Provides information by answering questions and requests;
- Maintains supplies inventory by checking stock to determine inventory level and anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies;
- Maintains technical knowledge;
- Prepares and edits correspondence, communications, presentations or other documents;
- Designs and maintains data bases and inputs data into a variety of systems in a timely and accurate manner;
- Performs a variety of support tasks such as filing, organizing, maintaining, sorting, preparing;
- Manages and maintains schedules, appointments and travel arrangements;
- Records, transcribes and distributes minutes of meetings;
- Answers and monitors, screens, responds to and distributes incoming communications;
- Receives and interacts with incoming visitors and acts as a liaison with internal staff at all levels;
- Coordinates project based work, building repairs and maintenance;
- Reviews operating practices and implements improvements where necessary;
- Assists with billing and payments;
- Assists with the onboarding of new employees, orientation, and completion and tracking of employment paperwork;
- Utilizes a variety of electronic systems including such things as Honeywell, Survey Monkey, SWWC Website, SMART systems, STAR, MARSS, etc.
- Maintains confidentiality and adheres to Data Privacy laws;
- Provides good public relations and customer service with member districts, staff, parents, students and the general public;
- Contributes to the team effort by accomplishing related results as needed;
- Performs other duties as assigned.

## **KNOWLEDGE, SKILLS, AND ABILITIES:** *(Minimum competencies for job performance.)*

- Comprehensive knowledge of an Administrative Assistant;
- Thorough knowledge of standard office practices and procedures;
- Thorough knowledge of business, English, spelling and arithmetic;
- Ability to demonstrate confidentiality;
- Ability to prioritize and be very detail oriented;
- Ability to establish and maintain effective working relationships;
- Ability to handle a variety of typical assignments or problems independently;
- Ability to apply fairly standard procedures;
- Ability to read and interpret basic workplace data;
- Ability to communicate effectively and professionally, both verbally and in writing;
- Ability to write clearly and concisely;
- Ability to use modern office equipment, technology and related software proficiently, in particular Microsoft Office products.

**EDUCATION AND EXPERIENCE:** *(Minimum level of education and experience required.)*

- Associate's Degree and moderate experience in a job related field OR equivalent combination of education and experience in a job-related field that enables performance of all aspects of this position.

**LICENSES, CERTIFICATES, AND REGISTRATIONS:** *(Minimum required to perform the job.)*

- Valid Driver's License

**SUPERVISION:** *(Level of supervision received and supervision exercised/size of group supervised.)*

- Work is performed under supervision of an administrator or supervisor.
- No supervisory responsibilities.

**WORKING CONDITIONS:** *(Physical/sensory requirements and environmental conditions.)*

- Business travel may be required.
- Work may require long hours including early morning, evening and weekend activities;
- This is sedentary work requiring the exertion of up to 25 pounds of force occasionally, and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body, and a negligible amount of force constantly to move objects; work requires stooping, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information through normal spoken word; visual acuity is required for preparing and analyzing written or computer data, inspections involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions and may be exposed to bloodborne pathogens.

*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. The physical demands and work environment describe here are representative of those that must be met or will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*This job description does not constitute an employment agreement between SWWC and employee and is subject to change by SWWC as the needs and requirements of the position change.*