

Cape Girardeau Public School District No. 63
Job Description

Job Title: Administrative Assistant II (Part-Time – Cub Club)

Terms of Employment: Up to 15 hours per week (10 months)

FLSA Status: Non-Exempt

Reports To: Program Supervisor

Brief Description of Position:

The Administrative Assistant for Cub Club is responsible for working directly to provide support to the program supervisor as needed. In addition to assisting the supervisor in the general delivery of program services, this position includes primary responsibility for managing the flow of work, processing purchase orders and coordinating participant invoices and payments.

Distinguishing Characteristics:

The Administrative Assistant II classification performs secretarial and administrative assistant duties in support of the Program Supervisor.

Required Qualifications:

- High School diploma or equivalent; supplemented by minimum two years previous experience and/or training that includes secretarial or clerical work, or any equivalent combination of related education, training and experience
- Must possess strong organizational skills as well as the ability to handle multiple projects simultaneously
- Demonstrated ability to exercise independent judgment, prioritize tasks and work independently with a high degree of accuracy
- Demonstrate excellent skills in computer word processing, spreadsheets and data bases
- Demonstrate analytical and problem-solving skills
- Must be team oriented with excellent interpersonal and communication skills
- Must maintain a high level of ethical behavior and confidentiality of information as required by law
- Demonstrated ability to meet and effectively deal with the general public in a courteous manner

Essential Duties and Responsibilities:

- Compiles data from a wide variety of diversified sources (e.g. school staff, community organizations, government agencies, etc.) for the purpose of preparing reports, making recommendations; and/or preparing information for assigned administrator.
- Coordinates a wide variety of projects, activities and/or events for the supervisor and other administrators (e.g. meetings, receptions, luncheons, workshops, travel/accommodations, etc.) for the purpose of completing activities and/or delivering services in accordance with district policy and mandated requirements.
- Maintains a wide variety of complex manual and electronic documents files and records (e.g. contacts, time sheets, legislative information, databases, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Participates in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.
- Prepares a wide variety of complex written materials (e.g. correspondence, agendas, minutes, event programs, bulletins, reports, etc.) for the purpose of communicating information and/or creating documentation in compliance with established guidelines.
- Processes a wide variety of complex documents and materials (e.g. requisitions, travel reimbursements, budget transfers, etc.) for the purpose of disseminating information in compliance with administrative guidelines and/or regulatory requirements.
- Researches a variety of topics (e.g. current practices, policies, education codes, parental complaints, etc.) for the purpose of providing information and/or recommendations and/or addressing a variety of administrative requirements.
- Responds to a wide variety of calls, concern and/or complaints for the purpose of resolving problems, providing information and/or referring to appropriate personnel.
- Schedules a wide variety of activities (e.g. appointments, meetings, travel reservations/accommodations, etc.) for the purpose of making necessary arrangements for the supervisor and other administrators.
- Supports the supervisor and other assigned administrators for the purpose of providing assistance with their functions and responsibilities.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Hazards:

For some buildings, stairs, chalk dust and exposure to communicable diseases may be a potential hazard. In science labs, there could be exposure to chemicals and fumes. Equipment that supports classroom instruction could be potentially hazardous under certain conditions. Travel between locations will cause exposure to hazardous driving and walking conditions.

Physical Demands/Environmental Factors:

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____
Human Resource Coordinator

Revised: August 1, 2013