

Cape Girardeau Public School District No. 63
Job Description

Job Title: Administrative Assistant (Information Technology Level III)

Terms of Employment: 12 month contract; 240 days

FLSA Status: Non-Exempt

Reports To: Technology Engineer Coordinator

Brief Description of Position:

The Administrative Assistant for Information Technology is responsible for providing a variety of secretarial support to assigned administrator and department; establishing and maintaining department records; tracking department funds, grants and purchasing; compiling reports; ensuring compliance of department records with mandated requirements; and monitoring assigned projects and/or program components.

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 which provides the required knowledge, skills and abilities to perform the essential job functions
- Must possess strong organizational skills as well as the ability to handle multiple projects professionally
- 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
- Knowledge, understanding and demonstrated aptitude or competence in the performance responsibilities listed below

Essential Duties and Responsibilities:

- Attends department and/or in-service meetings for the purpose of conveying and/or gathering information required to perform functions.
- Compiles data (e.g. payroll/personnel forms, time sheets, leave forms, etc.) for the purpose of preparing reports or processing requests.
- Coordinates assigned projects and/or program components (e.g. arrangements for conferences: meetings; travel requirements, home school registrations, etc.) for the purpose of completing activities and/or delivering services in compliance with established guidelines.
- Maintains a variety of manual and electronic documents files and records (e.g. department databases, work orders, time sheets, expense reimbursement requests, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Maintains inventory of supplies and materials (e.g. forms, office supplies, etc.) for the purpose of ensuring items' availability.
- Prepares a variety of correspondence, reports and other materials (e.g. work orders, requisitions, supply orders, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Processes a variety of documents and materials (e.g. work orders, requisitions, travel reimbursements, etc.) for the purpose of disseminating information in compliance with established administrative guidelines.
- Researches a variety of topics (e.g. discrepancies, current practices, policies, education codes, etc.) for the purpose of providing information and making recommendations in a variety of administrative areas.
- Responds to a wide variety of program-specific and district-general inquiries from a variety of internal and external parties for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Supports assigned Administrator and department staff for the purpose of providing assistance with administrative functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

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