

Administrative Secretary Central Office (Asst. Supt Elem /Sec)

Purpose Statement

The job of Administrative Secretary Central Office (Asst. Supt Elem /Sec) is done for the purpose/s of providing a wide variety of complex and confidential administrative and secretarial support to Assistant Superintendent; conveying information regarding department functions and procedures; ensuring efficient operation of support functions; and coordinating assigned projects and site activities. The nature of the work performed requires a thorough knowledge of BPS organizational functions, personnel, and programs, and involves the use of sound judgement and tact when interacting with the public, government officials, and BPS staff.

This job reports to Assistant Superintendent

Essential Functions

- Assists in the development of budget enhancement projections, narratives and reports for the purpose of providing current and complete budget information to the executive team meetings and the Board.
- Coordinates a wide variety of projects, functions and/or program components (e.g. correspondence, mail, phones, e-mails, internal and external District mailings, meetings, in-service events, travel and accommodations, student transfer request processing, student teacher placement, etc.) for the purpose of completing administrative support activities and delivering services in a timely fashion.
- Maintains a wide variety of manual and electronic documents files and records (e.g. budget data and records, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and requirements.
- Monitors a wide variety activities on behalf of assigned Administrator (e.g. program components, meeting arrangements, account balances, work order status, etc.) for the purpose of achieving goals and meeting target dates in compliance with established guidelines and regulatory requirements.
- Oversees coordination of Home School Program (e.g. NDDPI, testing, parent communication, reports, including assessments, courses, etc.) for the purpose of ensuring student learning in the home school setting.
- Oversees the work activities within the office for the purpose of organizing assignments, monitoring progress, and ensuring completion within established guidelines.
- Plans and organizes a variety of meetings, workshops, and/or trainings (e.g. department/team meetings, etc.) for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.
- Prepares and/or processes a wide variety of reports, documents and materials of a confidential and non-confidential nature (e.g. letters, memorandums, meeting minutes, charts, periodic and ad-hoc reports, operational procedures, manuals, grants, work orders, requisitions, budget transfers, design graphic presentations, etc.) for the purpose of documenting activities, providing written reference, or disseminating information in compliance with administrative guidelines and/or regulatory requirements.
- Presents information on administrative procedures to existing personnel and/or external agencies (e.g. department/program policies, submission procedures, etc.) for the purpose of orienting new personnel, disseminating information and serving as liaison between principals, employees, students, patrons, organizations and visitors.
- Procures supplies and materials for the purpose of maintaining availability of required items.

- Reconciles account balances for assigned budget categories (e.g. P-card approvals, conducts statement reviews for staff/ personnel reporting to administrator prior to submitting requests to accounting, review school/department budget monthly, textbook orders, etc.) for the purpose of maintaining accurate account balances.
- Represents assigned Administrator in their absence for the purpose of conveying and/or gathering information required for their functions.
- Researches a variety of topics (e.g. current practices, policies, education codes, etc.) for the purpose of providing information and/or recommendations that address a variety of administrative requirements.
- Responds to a wide variety of inquiries from internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Schedules a wide variety of activities (e.g. appointments, meetings, travel reservations/accommodations, facility usage, etc.) for the purpose of making necessary arrangements for assigned administrator.
- Supports assigned administrative personnel for the purpose of providing assistance with their functions and responsibilities.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using job related software applications, preparing and maintaining accurate records; and planning and managing projects; and problem solving.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles; business telephone etiquette; knowledge of Assistant Superintendent role; BPS policies, programs and regulations; common office machines; and concepts of grammar and punctuation; and office methods and practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse individuals and groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; using sound judgement and tact when interacting with the public, government officials, and BPS staff; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a

generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Community college and/or vocational school degree with study in job-related area.

Equivalency:

Required Testing:

Certificates and Licenses

Continuing Educ. / Training:

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

SQ