

Job Title: Senior Administrative Assistant

Wage/Hour Status: Hourly

Reports to: Supervisor Assigned

Pay Grade: 309

Dept/School: Department Assigned

Date Revised: October 24, 2022

Primary Purpose

Ensure efficient operation of the department and support the administrative operations of the department, students, staff, outside agencies, the public and other stakeholders. Complete special assignments and oversee and coordinate clerical functions of the department by facilitating office workflow and assuring that delegated tasks are carried out. Tasks are diverse and complex in nature, requiring individual analysis and judgement. Adhere to federal and state laws, as well as district policies, procedures, and regulations.

Qualifications

Education/Certification

High School Diploma/GED

Special Knowledge/Skills

- Passing score on the District’s clerical SET test
- Excellent organization, communication, and interpersonal skills
- Proficiency in the use of computers and software applications
- Ability to record and transcribe minutes of meetings
- Ability to effectively communicate orally and in writing
- Ability to work effectively with District staff, outside agencies and the public
- Ability to use and assess District data management systems

Experience

Five(5) years general clerical/secretarial experience
Prior experience in executive office of public school district desired

Major Responsibilities and Duties

1. Perform complex secretarial administrative tasks in support of the Department in an executive environment while maintaining a high level of confidentiality.
2. Review, refer and answer routine correspondence, telephone, and electronic messages; assist and act as a resource to district stakeholders.
3. Provide professional, accurate and proficient administrative assistant support services by composing and producing departmental documentation and correspondence, filing records, and supervising supply inventories.
4. Perform various administrative functions as assigned, such as organizing meetings, arranging travel itineraries, and coordinating calendar events.
5. Compose correspondence, memoranda, reports, and other written materials independently or on behalf of supervisor.
6. In supervisor’s absence, ensure that requests for action or information are relayed to the appropriate person. Review and distribute incoming correspondence. Receive requests for information, assistance, etc. and provide service or direct inquiry.
7. Represent the supervisor at designated meetings
8. Coordinate communication with the Community Engagement Department pertaining to critical District matters.
9. Promote positive community relations through effective communication and maintain good rapport with District stakeholders.
10. Provide instructions to other employees under the supervisor’s direction.
11. Maintain an optimal level of accuracy for assigned work to ensure compliance with established District procedures.

- 12. Work independently receiving a minimum of detailed supervision and guidance.
- 13. Coordinate specific work requiring the participation of other departments.
- 14. Prepare, review, and submit agenda items for Superintendent's Cabinet, Board of Trustees (BOT) and other District events, as per timelines.
- 15. Schedule, organize and take minutes as necessary for any other meetings.
- 16. Oversee the maintenance of the office budget and inventory of supplies and equipment and initiate requisitions as needs indicate to maintain the efficient and economical operation of the office
- 17. Prepare and distribute the calendar of activities.
- ~~18.~~ Assist in the preparation of annual and requested reports in a timely manner-
- 19. Prepare, schedule, and process confidential documentation for the interview process.
- 20. Communicate with committee members as well as applicants regarding interview procedures.
- 21. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

Equipment Used

Personal Computers and peripherals.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Work efficiently in a fast-paced office setting with frequent interruptions; occasional prolonged and irregular hours; repetitive hand/wrist motions and prolonged use of computer. Prolonged sitting, moderate standing, walking, bending, reaching.

Terms of Employment

221 days; hourly rate to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.