

| | | | |
|----------------------|---------------------------------|--------------------------|----------------|
| Job Title: | Senior Administrative Assistant | Wage/Hour Status: | Hourly |
| Reports to: | Operations Manager | Pay Grade: | 309 |
| Dept./School: | Superintendent's Office | Date Revised: | April 21, 2023 |

Primary Purpose

Support administrative operations in the Office of the Superintendent and for the Board of Trustees meeting by providing professional and efficient administrative assistant support services. Tasks are diverse and occasionally 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
Business College or College Courses (preferred)

Special Knowledge/Skills

- Passing scores on District's clerical tests, if applicable
- Proficiency in the use of computers, and software applications
- Excellent transcription, writing, and grammar skills
- Proficiency in recording, transcribing, and producing meeting minutes
- Knowledge of school district organization, operations, and administrative policies
- Ability to work effectively with District staff, the public, and outside agencies
- Knowledge of working relationship between Board of Trustees and the Superintendent/Administration
- Proficiency in school district payroll, accounting, purchasing policies and procedures
- Excellent, communication, public relations, and interpersonal skills
- Strong attention to detail and organizational skills
- Ability to work independently with minimal supervision and guidance

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 maintaining supply inventories.
4. Perform various administrative assistant duties as assigned, such as organizing meetings, arranging travel itineraries, and coordinating calendar events.
5. Provide support services to supervisor in preparation for various Board meetings.
6. Attend regular, special, and committee meetings, training, and workshops of the Board of Trustees to serve as recording secretary by taking minutes.
7. Develop draft agendas and provide supporting documents to supervisor for review.
8. Assist in preparation and posting of final Board Meeting agendas and ensure supporting documentation is uploaded into Board agenda software.
9. Prepare and distribute proposed Board motions.
10. Prepare Board meeting draft minutes for review by supervisor and post final copies of minutes.
11. Assist with logistics and preparation of Boardroom and other facilities for meetings and training sessions.
12. Prepare, submit, and process payments for catering orders.
13. Assist with the preparation of travel-related forms for the Board of Trustees and department staff.
14. Serve as backup to the Executive Assistant to the absence of the Superintendent..

15. Coordinate reservation and calendar for department meeting rooms.
16. Perform other duties as assigned by supervisor.

Records, Reports and Correspondence

17. Manage archive of Board materials/documents and ensure continuous archiving of all information from Board meetings.
18. Manage and maintain file of minutes, meeting notices, and legally required documentation of Board meetings.
19. Distribute executed documentation from the Superintendent's Office and/or Board meetings to respective departments.
20. Compile information and prepare reports, as needed.
21. Ensure grammatical and technical accuracy of written communication.

Accounting

22. Initiate and process requisitions through the purchase order and warehouse online ordering systems.
23. Assist with accounting-related matters for the department.
24. Maintain budget ledger for the department.
25. Maintain inventory of supplies and FAMS equipment, as needed, to maintain the efficient and economical operation of the department. Serve as payroll verifier for the department.

Communication

26. Assist with answering and routing telephone calls.
27. Assist in processing messages from Board of Trustees, Superintendent's Leadership Team and other District staff, community, business leaders, and the public.
28. Promote positive public relations through effective communication and interaction with Board of Trustees, Superintendent's Leadership Team and other District staff, community, and business leaders, and public.

Supervisory Responsibilities

None

Equipment Used

Personal computer, internet, scanner, printer, fax machine, copier, typewriter, adding machine, and calculator.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Work with frequent interruptions frequent prolonged and irregular hours; repetitive hand motions, prolonged use of computer. Maybe required to do occasional in-district travel.

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.