

**NORTH KITSAP SCHOOL DISTRICT
JOB DESCRIPTION**

ADMINISTRATIVE ASSISTANT TO DEPARTMENT DIRECTOR

PRIMARY PURPOSE:

To provide direct support to the District program/department administrator(s), manage an office and work with the public and building staff.

ESSENTIAL JOB DUTIES:

1. Provide for the accomplishment of secretarial and clerical work for the program/department and lead administrator such as correspondence preparation, file maintenance, calendar scheduling, and mail processing for the assigned administrator(s).
2. Maintain program/department records, including attendance, evaluation, time and effort forms, extra pay and training. May be required to keep payroll records on department staff.
3. Review, edit, produce and/or distribute department communications/publications which may include handbooks, calendars, newsletters, reports, and general public relations information.
4. Provide for the accurate accounting, maintenance and reporting of records which may include, but not be limited to, contracts, purchase orders, refunds, invoicing, budgets and budget reconciliations.
5. Coordinate and/or directly provide for regular reports to meet local, state, and/or federal requirements which may include, but not be limited to, student, staff, and non-labor data.
6. Respond to requests from other programs/departments and schools, school districts and the public for information or assistance with distribution of materials and information.
7. Provide guidance and training related to program support.
8. Participate in interviews and recommendation of candidates for positions.
9. Work independently.
10. Maintain a high degree of confidentiality with regard to all district-related matters and records; provide a friendly, open, safe, and service-oriented atmosphere.

OTHER JOB DUTIES:

1. Provide assistance to other staff, as needed; maintain adequate supplies for office operations; conduct inventory as required or necessary.
2. Attend office manager meetings.
3. Perform related duties consistent with the intent of the position as described.

WORKING RELATIONSHIPS:

Works directly under the supervision of the District program/department administrator. May direct the work of other clerical support staff assigned to the office, including student volunteers. Interacts daily with school and district staff and patrons.

WORKING CONDITIONS: Daily work performed in a general office setting. Visual and mental concentration on details, dexterity, and precision required. Work environment may include constant interruptions and frequent peak workloads. Employee may be exposed to infectious diseases.

QUALIFICATIONS:

1. Knowledge of effective secretarial processes and procedures.
2. Knowledge of general office processes and procedures and the use of a variety of office equipment including a personal computer.
3. Knowledge of standard office computer applications such as MS Word, Excel, Internet, E-mail, or similar programs.
4. Knowledge of correct grammar and spelling.
5. Knowledge of basic business math skills.
6. Ability to:
 - Operate a personal computer.
 - Operate modern office machines, including office copier, FAX, and calculator.
 - Maintain timely, accurate, and efficient record keeping, including preparation of reports from office records.
 - Learn new operations, procedures, processes, and use of new equipment.
 - Organize, set priorities, and work effectively under pressure.
 - Exercise sound independent judgment, including appropriate handling of confidential matters.
 - Direct and coordinate the work of clerical support staff.
 - Establish and maintain effective working relationships with students, staff, parents, and the general public.
 - Communicate effectively.
7. Effective customer service skills.
8. Effective secretarial skills.

Education and Experience

High school diploma/GED or equivalent educational experience and three years clerical or general office experience; additional related training desirable; or any combination of experience and training which provides the applicant with the knowledge, skills, and ability required to perform the work.

EVALUATION:

Work performance will be evaluated in accordance with board policy and the collective bargaining agreement.

Union Affiliation/Classification

PSE/Sec

FLSA Status

Non-exempt

Job History

Created: 8/07, revised 1/19

This job description is not an employment agreement or contract. District administration has the exclusive right to alter this job description at any time giving consideration to bargaining comment. The statements contained herein reflect general details as necessary to describe the primary functions of this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements.