

## **EOP: Administrative Assistant to Assistant Superintendent for Operations**

<b><u>Reports to:</u></b>	<b>Assistant Superintendent for Operations</b>
<b><u>Supervises:</u></b>	<b>None</b>
<b><u>Term of Employment:</u></b>	<b>12 months</b>
<b><u>Salary:</u></b>	<b>Office Support VII - 64</b>
<b><u>FLSA Exempt/Non-Exempt:</u></b>	<b>Non-Exempt</b>

- Qualifications:**
- **Associate degree preferred**
  - **Graduation from high school and any equivalent combination of training and experience which provides the required knowledge, skills, and abilities**
  - **School based experience preferred**
  - **Word processing, Excel, and Google Apps proficiency**

### **Essential Job Functions:**

- Excels in a fast-paced environment that requires multi-tasking skills
- Demonstrates strong interpersonal, written, and verbal communication skills
- Places and receives telephone calls, records messages, keeps Assistant Superintendent for Operations and Director for Facilities and Construction informed
- Processes all incoming and outgoing mail for the offices of Planning & Construction and Operations
- Assesses needs, orders, and maintains supplies, materials, and equipment
- Performs any bookkeeping tasks associated with the specific position
- Maintains regular filing systems and searches files for specific information
- Prepares correspondence and reports as instructed
- Maintains a schedule of appointments, makes arrangements for conferences and schedules interviews
- Utilizes current technology to complete tasks
- Makes necessary arrangements for meetings including date, location, and time, contacts those who need to attend, and prepares all materials on matters to be discussed
- Accepts responsibility of office reports and office operations
- Makes routine decisions in accordance with established policies and procedures
- Makes travel arrangements for Assistant Superintendent for Operations and Director for Facilities and Construction
- Prepares and maintains financial records to include purchase orders, professional leave forms and travel reimbursements
- Interacts professionally and appropriately with vendors, the public, and district staff in person and on the telephone
- Excels in a team-based environment
- Keeps work area clean and presentable to guests
- Assists in ensuring the Operations website provides the most current information available
- Performs other duties and responsibilities as assigned by supervisor

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### **Physical and Cognitive Requirements:**

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered **light physical work** requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

- prepare, read and comprehend a variety of job related forms, reports, spreadsheets, maps, plans, records, documentation and correspondence in all languages required by the job
- understand and conform to all rules of punctuation, grammar, diction and style
- speak to individuals or groups of people with poise, voice control and confidence
- respond adequately to inquiries or complaints
- write using standard convention in all languages required by the job
- apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions
- apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form
- communicate effectively and efficiently in all languages required by the job using whatever communication device or system is required (telephone, Braille)
- use/interpret job related terminology, mathematical formulas and functions effectively and efficiently
- deal with people beyond giving and receiving instructions
- perform under stress, deal with persons acting under stress and adapt when confronted with emergency situations
- be sensitive to cultural differences among individuals and groups of persons
- operate a motor vehicle
- operate/use a variety of automated office machines and other office equipment
- operate/use a variety of printing/graphic arts machines
- operate/use a variety of audiovisual/electronic machines and devices
- operate/use a variety of communication machines/equipment/devices
- operate/use a variety of job specific machines/equipment