



Job Description Platte County School District

Executive Administrative Assistant - Strategic Partnerships/Federal Programs

Purpose Statement

The job of Executive Administrative Assistant - Strategic Partnerships/Federal Programs is done for the purpose(s) of providing administrative and secretarial support to the assigned administrator; monitoring assigned activities; and providing information, recommendations, and/or direction as requested by the assigned administrator.

This job reports to the Director of Strategic Partnerships.

Essential Functions

- Compiles data from a variety of sources (e.g. budget reports, specialized reports, Real World Learning data system, ePegs, etc.) for the purpose of complying with financial, law, district policy, legal, and/or administrative requirements.
- Coordinates a variety of projects, functions, and/or program components for the purpose of completing activities and/or delivering services in a timely manner.
- Prepares agendas and schedules for meetings, conferences, and other assigned events; takes and distributes minutes or other notes as requested for the purpose of conveying and/or gathering information to support department goals and objectives.
- Interacts consistently with business partners for the purpose of cultivating positive and productive relationships with employers, community, and civic networks to ensure student learning goals are realized.
- Maintains manual and electronic document files and records (e.g. reports, spreadsheets, timesheets, expense reimbursements, audits, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Presents information on administrative procedures (e.g. department/program policies, submission procedures, etc.) for the purpose of orienting new personnel and/or disseminating information to existing personnel.
- Processing documents and materials (e.g. time sheets, requisitions, budget requests, etc.) for the purpose of disseminating information in compliance with administrative guidelines and/or regulatory requirements.
- Procures supplies and materials for the purpose of maintaining the availability of required items.
- Responds to a variety of inquiries from a variety of internal and external parties (e.g. staff, parents, students, business partners, community members, public agencies, etc.) for the purpose of providing assistance with their functions and responsibilities.
- Answers telephones and security buzzer system when needed for the purpose of screening calls, transferring class, responding to inquiries and/or taking messages, and providing security for the front door.
- Collects payments and prepares deposits for a variety of events (e.g. fundraisers, donations, etc.) for the purpose of completing transactions and/or securing funds.
- 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 multiple, 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; planning and managing projects; analyzing data; classifying data and/or information; collecting money; customer service; performing standard bookkeeping; using pertinent software applications.

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; common office machines; concepts of grammar and punctuation; office methods and practices; keyboarding; office practices; practicing cultural competency while working collaboratively with diverse groups and individuals; recordkeeping and record retention practices.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to 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 groups, maintaining confidentiality, meeting deadlines and schedules, setting priorities, working as part of a team, working with frequent interruptions; accuracy and attention to detail; dealing with frequent interruptions; organizing tasks; working with detailed information/data; and establishing and maintaining effective working relationships.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is some 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: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 85% sitting, 10% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

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

Education: High School diploma or equivalent.

Required Testing

None

Certificates and Licenses

Driver's License & Evidence of Insurability

Continuing Educ. / Training

Continuing Education Requirements

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Support Staff Salary Schedule - Range 21

Revised Date