

Pleasant Hill School District



CONFIDENTIAL POSITION OPENING

November 26, 2019

Posting #1920-040

POSITION: Administrative Assistant – District Office

LOCATION: Pleasant Hill School District

REQUIREMENTS: This position provides confidential administrative support to the business manager and general support to the district office and maintenance department.

Applicant must possess excellent skills and a high level of knowledge in the following areas:

- Written and verbal communication skills
- Attention to detail
- Customer service and interpersonal skills
- MS Office Suite, specifically Excel and Word
- Ability and willingness to learn software programs quickly
- Experience with general office equipment and procedures
- Organizational Skills
- Ability to maintain confidentiality

Must be able to pass drug screen upon hire.

SEE ATTACHED JOB DESCRIPTION

HOURS: Approximately 35-40 hours per week (negotiable)

SALARY: Starting wage \$17.60-19.21 per hour plus benefits - depending on experience
230 day calendar, Monday-Friday with some non-work days

CLOSING DATE: December 29, 2019 or until filled

INTERVIEWS: Finalists will be contacted for interviews

START DATE: As soon as possible

TO APPLY: To be considered for this position the application packet must include:

1. Cover letter
2. District Classified employee application
3. Current resume

Send completed application materials to: Pleasant Hill School District No. 1
Attention: Posting #1920-040
36386 Highway 58
Pleasant Hill, OR 97455
- OR -
Email to: slongobardo@pleasanthill.k12.or.us

THIS POSITION IS OPEN TO CURRENT PLEASANT HILL SCHOOL DISTRICT EMPLOYEES AND TO CANDIDATES NOT CURRENTLY EMPLOYED BY THE DISTRICT. THE SCHOOL DISTRICT RESERVES THE RIGHT TO REJECT ANY OR ALL APPLICATIONS AND TO NOT FILL THE POSITION OR TO POST IT AGAIN.

**Pleasant Hill School District
Job Description**

Job Title: Administrative Assistant
Reports To: Business Manager
FLSA Status: Non-Exempt

JOB SUMMARY

This position provides administrative support to the Business Manager including matters of a confidential nature while also performing various accounting, reception and secretarial duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Follows and maintains knowledge of all District policy(ies) and procedures.
 2. Performs general office duties including answering multi-line phones, directing calls and taking messages as appropriate, greeting the public, typing, copying, filing and sorting and handling incoming and outgoing mail
 3. Provides administrative support including, but not limited to, preparation of presentations, budget, minutes, tracking, calendar management, and travel.
 4. Completes a high volume of computer work, using District computer programs, to input a high volume of data with speed and accuracy, including confidential data, in an environment with constant interruptions.
 5. Assist in tracking status of TSPC licensure of all licensed staff.
 6. Assist in preparing correspondence and maintaining logs for student transfers.
 7. Assist in preparing materials needed for School Board and Board sub-committee meetings and taking minutes as needed.
 8. Assist in managing facility rentals.
 9. Issues facilities keys and alarm system cards for District staff and maintains a tracking database.
 10. Prepares various reports for administration and assists in preparing reports and other data (state/federal reporting, ODE, SSID, Class Roster, ADM, etc.).
 11. Appropriately maintains and secures confidential records and inquiries.
 12. Updates pre-school information annually and processes pre-school applications and payments.
 13. Processes background checks, maintains lists, and distributes approvals to schools of volunteers.
 14. Professionally represents the school and the District in interactions with parents, community, vendors, staff, and students.
 15. Completes special projects as assigned by Business Manager, Superintendent and Maintenance Lead.
 16. Maintains appropriate certifications and training hours as required.
 17. Complies with applicable District, state, local, and federal laws, rules, and regulations.
 18. Attends work regularly and is punctual.
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MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Attends in-service trainings.
 2. Attends staff meetings.
 3. Troubleshoots office machinery (copy, fax, postage meter etc.), coordinating maintenance and supply inventory.
 4. Serves on building and District committees and councils.
 5. Assists other office staff as requested.
 6. Reports issues to authorities as necessary, animal control, suspicious activity, etc.
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SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** Associate's degree (A.A.) or equivalent from two-year college or technical school, minimum three years of progressively responsible experience in executive support or equivalent combination of education, experience and/or training. Prior successful experience working in a school office/administration setting strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict, maintaining confidentiality, listening to others without interrupting, keeping emotions under control, remaining open to others' ideas, and contributing to building a positive team spirit. Demonstrated ability to multi-task and work with staff, students, parents, community members, and the Board of Directors.
- **Language Skills:** Ability to communicate fluently in English, both verbally and in writing. Ability to effectively present information and respond effectively to questions in one-on-one and small group situations to students and other school staff. Ability to verbally respond to common inquiries from students, staff, parents, the Superintendent, and the Board of Directors. Ability to read and interpret documents such as safety rules, IEPs, policies, service contracts, procedure manuals, and governmental regulations. Ability to write routine reports, emails, and business correspondence.
- **Mathematical Skills:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions percentages. Ability to compute rate, ratio, and percent and draw and interpret bar graphs.
- **Reasoning Ability:** Ability to apply and solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- **Computer Skills:** Knowledge of computer usage and ability to use database software, accounting, internet software, e-mail, word processing software, spreadsheet, and other software programs as determined by the District. Ability to type accurately and proficiently.
- **Other Skills and Abilities:** Ability to appropriately communicate with staff, students, parents, vendors, and community members. Ability to meet timelines and exercise good judgment while working in a dynamic environment.
- **Certificates, Licenses, Registrations:** Certificates as determined by the. Ability to obtain a valid CPR/First Aid Card and bloodborne pathogen training.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, stand, sit, use hands for fine manipulation, handle or feel, and reach with hands and arms using a keyboard and video display terminal. The employee is frequently required to stoop, kneel, and crouch. The employee must regularly lift and/or move up to 15 pounds and occasionally up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus, and peripheral vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment combines the standard office setting with standard office equipment including, (fax, copier, phone, computer, 10-key, etc.) with a standard school setting. The noise level in the work environment is usually low to moderate depending upon student population and activities.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this job (or the position itself) at any time as it deems advisable.