

## ADMINISTRATIVE ASSISTANT TO SENIOR DIRECTOR

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<b>TITLE:</b>	Administrative Assistant to Senior Director Administrative Services Grade 20
<b>REPORTS TO:</b>	Administrative Services, Senior Director
<b>SUPERVISES:</b>	n/a
<b>JOB FUNCTION:</b>	Perform a wide variety of specialized activities. Responsible for administrative support duties for the Senior Director. Organize and coordinate office activities, communications and personnel to assist the Administrator with assigned functional areas of responsibility.

### DUTIES AND RESPONSIBILITIES:

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- Assist the Senior Director with administrative matters; interview callers, exercising considerable judgment and applying experience in making decisions; provide information in accordance with established procedures and policies; refer problems requiring technical answers to appropriate administrators.
- Perform a wide variety of specialized and responsible duties independently in support of functions delegated to the Senior Director, interpret and apply rules and regulations as appropriate; perform duties to assist the administrator with administrative detail as appropriate.
- Develop and monitor budget for the Office of the Senior Director; prepare changes, corrections or adjustments as necessary; execute all purchases for the office following District policy and procedure.
- Compose effective correspondence independently; reference policies, rules and regulations in preparing correspondence; review and edit material prepared by others.
- Coordinate and compose communication between the Senior Director and District personnel, students, educational institutions, vendors, other outside organizations and the public; obtain and provide information, coordinate activities and resolve problems.
- Review requisitions and purchase orders processed through the Senior Director to ensure accuracy and compliance with District Policy, Model Procurement, State and Federal regulations.
- Prepare and maintain a variety of records. Research, review, check and compile a variety of information; collect and verify data for accuracy, completeness and

compliance with established procedures; and prepare reports as required; file records as required.

- Prepare and maintain a variety of records and files including information of a confidential nature; maintain confidentiality of information and records.
- Maintain Senior Director's calendar; arrange meetings, conferences and appointments with personnel under the supervision of the Senior Director, and various stakeholders both within and outside of the District.
- Develop, organize and conduct training sessions with internal and external parties to ensure compliance with District policy, process and procedure. Respond to requests for information from students, staff and the general public regarding District programs, policies, procedures and regulations.
- Coordinate and compile Board Agenda materials.
- Compose and edit a wide variety of materials such as correspondence, reports, contracts, forms, applications, memoranda and other documents.
- Receive, process, and route mail; order, issue, and maintain department supplies, forms, and equipment.
- Train and provide work direction to departmental staff as assigned; monitor office workflow and assure compliance with established time lines, procedures and standards of quality.
- Maintain professional office standards and conduct.
- Perform other duties as assigned.
- Maintain regular attendance.

## **KNOWLEDGE AND ABILITIES:**

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### **KNOWLEDGE OF:**

- Financial record-keeping principles and procedures.
- Modern office practices, procedures and equipment.
- Record-keeping and report writing techniques.
- Records retention.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- District organization, operations, policies and objectives.
- Strong oral and written communication skills.
- Applicable sections of Kentucky Administrative Regulations and other applicable laws.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.

- Operation of a computer, software systems, and a variety of other office equipment including but not limited to calculator, copiers, scanners, printers, laptop computers, and projectors.
- Accounts payable and receivable procedures.
- Inventory processes.
- Service providing environments with exceptional customer service skills.
- Purchase order processes, government bids, and procurement regulations.
- Oral and written communication skills.

#### **ABILITY TO:**

- Perform complex secretarial and administrative assistance duties.
- Train and provide work direction to others.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Type at an acceptable rate of speed.
- Work independently with little direction; be a self-starter and task-oriented.
- Establish and maintain effective working relationships with others.
- Meet schedules and time lines.
- Prepare reports by gathering and organizing data in Excel spreadsheets from a variety of sources.
- Work confidentially with discretion.
- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Work efficiently with many interruptions.
- Understand and follow oral and written directions.
- Plan and organize work.

#### **PHYSICAL DEMANDS:**

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- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push or pull light weights, up to 30 pounds

#### **EDUCATION AND EXPERIENCE:**

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- High school diploma or G.E.D. Certificate and four years of responsible administrative secretarial experience involving the use of word processing, spreadsheets, and record-keeping software.

#### **LICENSES AND OTHER REQUIREMENTS:**

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- Must take the required clerical assessments and earn a passing score.

