



DEPARTMENT ASSISTANT

Purpose Statement

The job of the Department Assistant was established for the purpose(s) of providing a variety of administrative and entry-level support to assigned administrator and department; establishing and maintaining department records; tracking department funds, grants and purchasing; compiling reports; ensuring compliance of department records with mandated requirements; and monitoring assigned projects and/or program components.

This job reports to the Department Director and/or Administrator.

Essential Functions

- Compiles data for the purpose of preparing reports and/or processing requests. This includes payroll, human resources, budgeting, purchasing, informational technology, accounts payable and general support functions.
- Coordinates assigned projects and/or program components (e.g. arrangements for conferences and meetings, travel requirements, etc.) for the purpose of completing activities and/or delivering services in compliance with established guidelines.
- Prepares and maintains a variety of manual and electronic documents files and records (e.g. department databases, calendars, work orders, time sheets, expense reimbursement requests, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Maintains inventory of supplies and materials (e.g. forms, office supplies, etc.) for the purpose of ensuring availability of items.
- Monitors a variety of activities (e.g. status of state curriculum guidelines on website, budget line expenditures, etc.) for the purpose of ensuring that financial practices are followed and in compliance with district policies.
- Prepares a variety of correspondence, reports and other materials (e.g. work orders, requisitions, supply orders, budget reports, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Responds to a wide variety of program-specific and district-general inquiries from a variety of internal and external parties for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Supports assigned department staff for the purpose of providing assistance with administrative functions.
- Attends informational in-service meetings for the purpose of conveying and/or gathering information required to perform functions.
- Completes a variety of department-specific functions tailored to meet the needs, requests, and tasks of that department to provide support in specific areas of the district.

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 tasks with a potential need to 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 utilizing pertinent software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; common office machines; concepts of grammar and punctuation; and office application software.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working with detailed information/data; and displaying adaptability/flexibility.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and monitoring budget expenditures.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 70% sitting, 20% walking, and 10% standing.



EXPERIENCE: Job related experience is required.

EDUCATION: High School diploma or equivalent.

EQUIVALENCY: None Specified

REQUIRED TESTING:

CERTIFICATES & LICENSES:
None Specified

FLSA STATUS:
Non Exempt

CONTINUING EDUCATION / TRAINING:

CLEARANCES:
Criminal Justice Fingerprint/Background Clearance

SALARY GRADE:
Classified