

Anoka-Hennepin Independent School District #11
Job Description

Title: Administrative Assistant to the Superintendent
Department: Superintendent
Reports to: Superintendent
Prepared Date: June 15, 2004

SUMMARY OF RESPONSIBILITIES

Provides administrative/secretarial support to the Superintendent and the School Board by performing the following duties.

DUTIES AND RESPONSIBILITIES

- Meets with Superintendent concerning daily assignments, projects, and operational issues.
- Coordinates and tracks work flow, schedules, projects and committee decisions to ensure timely completion of paperwork.
- Composes, generates, and distributes correspondence, memos, and reports.
- Prepares budgets and related financial/statistical reports.
- Prepares travel arrangements for the Superintendent and the School Board.
- Maintains District policies on the district's website.
- Schedules meetings; coordinates, prepares, and distributes materials; records minutes; follows-up with appropriate actions at request of Superintendent.
- Manages Superintendent's calendar and independently schedules appointments.
- Screens incoming calls and correspondence and responds independently when possible.
- Arranges programs, events, or conferences by arranging for facilities and caterer, issuing information or invitations, coordinating speakers, and controlling event budget.
- Takes minutes at all School Board meetings.
- Prepares and distributes School Board agendas, materials, packets, etc.
- Transcribes and prepares confidential correspondence and reports.
- Performs other tasks and assumes other responsibilities as assigned by the Superintendent.

SUPERVISORY RESPONSIBILITIES

This position has no formal supervisory responsibilities, but may direct the work of other clerical staff, students, job coaches, interns, or temporary workers. Provides leadership and initiates teamwork among other secretarial support staff.

MINIMUM QUALIFICATIONS

Requires High School Diploma or equivalent and three years clerical experience.
Associate's degree or equivalent from a college, or technical school certification desired.

CERTIFICATES, LICENSES, REGISTRATIONS

None.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of office practices and procedures

Knowledge of the organizational structure, programs, operations, etc. of a school district

Knowledge of general budget and accounting practices and procedures

Skill in composing letters, memos, and other informational materials

Ability to handle confidential and sensitive information with discretion and in accordance with the MN Data Practices Act.

Ability to interpret district policies and procedures and to parents and staff.

Ability to understand and carry out complex oral and written directions.

Ability to establish and maintain effective working relationships with principals, department directors, administrators and staff

Ability to determine priorities, plan workload and meet deadlines

Ability to maintain regular attendance, which includes completing an assigned day.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit; talk; hear; and use hands to finger, handle or feel. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk; and lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

WORK ENVIRONMENT

Most work is performed in an office or cubicle. Requires travel between district buildings during the work day.