



## David Douglas School District #40

### Confidential - Job Description

#### **ADMINISTRATIVE ASSISTANT TO THE DIRECTOR OF ADMINISTRATIVE SERVICES - CONFIDENTIAL**

Schedule: 8 hours per day / 12 months  
Salary Range: B, \$62,949 (Includes TSA)  
Starting Date: September 1, 2018

#### **POSITION PURPOSE**

This position provides an advanced level of administrative and organizational support to the Director of Administrative Services and departments the Director oversees. The incumbent must be able to work independently and efficiently to maintain effective operations and respond to critical time-sensitive projects. The position serves as a confidential assistant to the Director during bargaining and provides excellent customer service as a liaison between the public, schools, and departments on sensitive matters requiring sound judgment and political sensitivity to assure confidentiality and reliability. The incumbent must be able to quickly acquire knowledge relating to District operations, policies and procedures, and be able to articulate those to customers.

#### **NATURE AND SCOPE OF RESPONSIBILITIES**

- Plans, coordinates, and reviews the work of clerical personnel. Recommends alternatives to office systems and procedures.
- Coordinates district loss prevention. Processes insurance claims, vandalism and theft reports. Acts as liaison with insurance companies regarding claims under the district's liability and student accident policies. Discusses and coordinates claims with insurance adjusters. Completes investigations to assist adjusters. Manages claims, charges, and renewals.
- Oversees district facility use. Oversees building use application process. Prepares data for administrative approval such as costs and usage, may correspond with users - advising of approval, dates, costs and conditions attached to building use.
- Assists management in special projects and program review/analysis. Conducts complex studies, research, and evaluations pertaining to administrative issues and projects such as gathering and analyzing data and salary information for budget projections, collective bargaining, and consult and confer proposals.
- Coordinates district purchasing for more complex purchases such as preparing requests for proposals and invitations to bid, developing scopes of work, and scoring tools. Backs up purchasing clerk.
- Works with Director on developing/drafting contracts and intergovernmental agreements for district. Tracks processing and renewals of contracts and board resolutions including board approval, contract signature, and ensuring contract set up is completed.
- Drafts and types correspondence, reports, forms, notices, presentations, board resolutions, meeting minutes, and agendas. Maintains files and records as required.

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- Coordinates legal files for district property and ensures any property documents are filed appropriately with appropriate agencies such as but not limited to tax exemption filings, vehicle fleet tracking and licensure, property sales and purchases. Ensures records are kept per Oregon Records Retention Laws and District requirements.
- Assists in coordinating preparation of District's budget document. Works with Director to ensure District meets Local Budget Law requirements including postings for budget committee, required legal notices, taking meeting minutes, and timely filing of adopted budget.
- Works with Director to review and revise business policies, administrative regulations, procedures, and work instructions. Develops, maintains, and organizes such documents for the departments under the Director.
- Screens and responds to telephone calls for the Director. Coordinates meetings and maintains the Director's calendar. Prepares Director for meetings and conference calls.
- Coordinates District's central safety committee; keeps minutes; oversees safety committee processes for District.
- Updates website information for departments under the Director of Administrative Services.
- Serves as a resource to and liaison between the Director, other departments and the public.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Minimum Qualifications:**

#### **Education:**

- Bachelors degree in business administration, paralegal studies or related field required.

#### **Experience:**

- At least three years of experience working in a support position for an administrative role with demonstrated ability to work successfully with public. Experience with drafting contracts and working with insurance claims preferred.

### **Other Qualifications:**

- Advanced technological skills providing the ability to enter, revise, organize, and retrieve information and to formulate methods of collecting and presenting information; and to generate complex reports, expert level skills with Microsoft Office software applications, e-mail software, and pdf editors required.
- Ability to work in fast-paced, chaotic environment while maintaining composure and ability to keep focused, and ability to produce accurate work in a sometimes stressful environment with frequent deadlines.
- Ability to exercise confidentiality, tact, diplomacy and independent judgment in the performance of duties.

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- Ability to apply, research, interpret, and explain relevant laws, regulations, procedures and policies.
- Accurate and rapid typing skills, as well as advanced writing skills including composition, punctuation, spelling and correct usage.
- Ability to take and transcribe meeting minutes via various electronic means.
- Ability to set up and maintain an efficient filing system and keep self and others organized.
- Ability to maintain confidentiality of sensitive information related to personnel, district financial, and other legal matters and to respond to sensitive issues related to district operations and to maintain the confidentiality of such.
- Ability to work independently, to follow oral and written direction, and to prioritize tasks to meet numerous deadlines while maintaining high degree of accuracy and attention to detail.
- Ability to analyze financial, budgetary, operational and organizational issues, evaluate alternatives and reach sound, logical, fact-based conclusions; prepare complex analysis and reports; and develop, implement, and maintain plans and procedural systems and controls.
- Demonstrated ability to establish and maintain high profile, influential and collaborative working relationships across teams, functions and layers with district staff, public officials, and the general public.
- Ability to work harmoniously with others and communicate effectively and appropriately, both verbally and in writing, with supervisor, staff, public, and students.
- Excellent attendance, work ethic and pride in job performance essential.
- Self-starter with proven analytical, organizational, and problem-solving skills with the ability to develop both short term and long term plans to meet an objective.

### **WORKING CONDITIONS:**

Climate controlled office settings with temperatures ranging from mild to moderate cold/heat. Exposure noise levels from moderate to loud and occasional to frequent time periods.

### **ESSENTIAL PHYSICAL REQUIREMENTS**

Light to moderate degree of physical stamina, with occasional lifting of up to 50 pounds. Ability to move freely around the office, making frequent trips from desk to counter, files and other locations within the building. Ability to sit for prolonged periods of time, as well as frequent standing, walking, and bending.

### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation.

***The above statements describe the general nature and level of work being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties of personnel so classified.***

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**The David Douglas School District welcomes applications from candidates that expand the District's diversity.**

Multi-Cultural preferred. Bi-Lingual candidate preferred.

**David Douglas School District Drug Testing and Criminal Background check**

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.