GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501

POSTED: FEBRUARY 10, 2016
REVISED: MARCH 8, 2016
CLOSING DATE: MARCH 21, 2016

DEPARTMENT: **Superintendent of Schools** **POSITION:** **Administrative Assistant**

LOCATION: **Globe** **JOB CODE:** **16-011**

ANNUAL SALARY: **$28,321.00-$30,445.00 DOE**

PURPOSE OF THE JOB

The purpose of this position is to serve as a confidential aide to the School Superintendent and provide an advanced level of administrative service and support to the School Superintendent, office staff, constituents and other clients in an efficient, responsible and timely manner. This position provides high-level administrative support to the School Superintendent. The role requires calendar management, research, composition of correspondence and documents, file maintenance, contact with the public, school districts and other agencies, coordination of meetings, travel arrangements and special activities, customer service, and support for business services staff including processing and tracking purchase requests, tracking departmental budget, posting accounting information, performing data transfers, sending reports, management of credit card statements, timesheets, and office supplies.

SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
• Maintains Superintendent's calendar; reviews and distributes mail; manages travel arrangements; secures signatures; attends meetings, takes accurate and complete notes, and creates summary documents; schedules meetings, appointments, conference room reservations, etc.; maintains departmental calendars; develops and tracks Board of Supervisor meeting agenda items.	20%
• Answers and screens incoming telephone calls and responds to general inquiries and concerns from the public; provides customer service in person or via telephone; supports ongoing communication with school districts and school personnel.	15%
• Reviews and processes credit card statements, telephone statements, grant information and personnel timesheets; reconciles accounts; provides support for managing grant-based activities.	15%
• Prepares requisitions and monitors purchases, expenses and budgets of the School Superintendent's Office and Gila County Education Service Agency.	10%
• Conducts research, analyzes and compiles information; composes, types and edits correspondence, reports and documents on a wide variety of subjects requiring knowledge of procedures, policies and statutes related to education, school district operations and protocols, personnel, elections and homeschooling; prepares materials for Superintendent's activities and attendance at appointments, meetings, conferences etc.	15%
• Provides assistance and support for school district and community college elections and governing board appointments; provides support for processing personnel applications, interviews and follow-up; maintains files for home schooled students.	10%
• Provides support for planning, organizing and facilitating projects and activities of the School Superintendent's Office and Gila County Education Service Agency.	15%
• Performs other duties as assigned.	

BUDGET RESPONSIBILITIES

This position has no responsibility over any type of budget.

PROJECT RESPONSIBILITIES

This position does not have project responsibilities.

ORAL COMMUNICATION DUTIES

This position trains colleagues, explains County procedures or processes and participates in meetings.

WRITTEN COMMUNICATION DUTIES

This position creates or edits documents, internal memos, emails and ordinances for public release.

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INTERACTIONS WITH THE GENERAL PUBLIC

Interacts extensively with employees, customers, the general public, vendors, regulatory bodies, and other groups and/or individuals and Institutions over the telephone, by email, and/or in person.

INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Frequently (more than 25% but less than 40% in a year)

MINIMUM EDUCATION REQUIRED/PREFERRED

High School Diploma or GED. Associate's Degree preferred.

MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

Four (4) years administrative/secretarial experience with progressively increasing responsibilities, preferably serving executive level personnel; or equivalent combination of education, training and experience.

PROFESSIONAL CREDENTIALS REQUIRED/PREFERRED

Arizona Driver's License, Notary Public License.

KNOWLEDGE REQUIRED

Administration and management; clerical; customer and personal service; English language and composition; Federal, State, Local laws, regulations, statutes and accounting.

SKILLS REQUIRED

Active listening; analytical thinking; problem solving; communicating diplomatically; customer service; time management; multi-tasking; typing and data entry.

ABILITIES REQUIRED

Speak clearly and sensibly; make sense of multiple data; multi-task; react in a calm and timely manner; consider options, benefits and risks; read and write at professional level; evaluate, organize and arrange diverse information.

PHYSICAL DEMANDS

- Occasionally stands to attend to customers.
- Regularly sits to complete reports, records, data entry, and other files; regularly sits to operate computers and to attend to other duties; rarely sits to attend to reception areas.
- May be required to lift work related materials or equipment up to 25 lbs.
- Constantly requires dexterity for keyboard operation; regularly requires dexterity for special machines.
- Incumbents in this position may be required to walk to and from work sites, bend or kneel to complete tasks, twist from side to side.

WORK ENVIRONMENT

Incumbents in this position constantly spends time in office environment; and occasionally spends time in classroom/training environment.

SAFETY RISK EXPOSURE

Incumbents in this position are generally not exposed to safety risk. Occasionally, may be exposed to telephone or in-person verbal abuse by customers, general public, or individuals with high level of emotional distress.

PROTECTIVE GEAR & SAFETY MANUALS

Incumbents in this position are required to constantly follow written safety procedures and manuals relevant to the division or department.

CONSEQUENCES OF ERROR

Potential errors can cause inconveniences to other employees, and/or delays in related work areas. Delays in services are possible.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.