

ADMINISTRATIVE ASSISTANT (SCHOOL)

DISTINGUISHING FEATURES OF THE CLASS: This is an important office management position assisting top level administrators in a school district. Responsibilities include a wide variety of complex and varied administrative, budgetary and accounting, and public relations duties. Work is performed in accordance with established policies and procedures, under direct supervision of school administrators. Supervision of the work of others is typically not a responsibility of this position. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists in the preparation of the annual school budget, secures budget estimate data, forecasts and conducts budget studies;
Assists and advises in preparation of annual budgets of school district business offices and departments;
Collects and compiles school data and statistics, makes organizational work flow and efficiency studies and makes recommendations for the improvement of procedures and the solution of administrative problems;
Assists with the maintenance of departmental account keeping;
Assists with the management of purchasing and maintenance contracts with suppliers for office and/or technology equipment and materials;
Assists with research, design, presentation, evaluation and implementation of plans, programs policies and procedures;
Assists with research, design and implementation of professional development and continuing education programs;
Assists in the preparation and distribution of informational and public relations outreach materials and media such as the district website, newsletters, announcements, etc.
Operates computers with office and school-based computer applications in the performance of job duties, as needed;
May assist in analyzing costs and implications of contract negotiations;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of office terminology, procedures, and methods; thorough knowledge of the principles and practices of office management; working knowledge of the principles and practices of fiscal management and accounting; working knowledge of office machines; working knowledge of computer equipment and software packages used for school district data management; ability to understand and carry out complex oral and written directions; ability to communicate effectively both

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orally and in writing; good judgment in solving complex clerical and administrative problems; initiative and resourcefulness; tact and courtesy; integrity.

MINIMUM QUALIFICATIONS: Either

- a) Bachelor's degree in accounting, finance administration, business administration or related field and two (2) years of responsible experience in account keeping, finance or business administration; or
- b) Associate's degree or completion of sixty (60) college credits, and four (4) years of responsible experience in account keeping, finance or business administration; or
- c) An equivalent combination of training and experience as indicated in a) and b) above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.