

## **PANA COMMUNITY UNIT SCHOOL DISTRICT #8**

### **JOB DESCRIPTION**

**Position Title:** Administrative Assistant / Head of District Purchasing

**Department:** District Administration / Staff

**Location:** District Unit Office

**Reports to:** Superintendent

**FLSA Class:** Non-Exempt

**Revised Date:** August 20, 2018

#### **SUMMARY**

This position is primarily responsible for providing support to the Superintendent and Board of Education to assist with efficiently operating the district, as well as serving as the head of the district's purchasing, receiving, and shipping.

#### **DUTIES**

1. Operates office equipment such as fax machines, copiers, etc.
2. Answers the telephone and gives information to callers, takes messages, or transfers calls to appropriate individuals.
3. Greets visitors, students/staff and callers, handles their inquiries, and directs them to the appropriate persons according to their needs.
4. Serve as confidential secretary to the District Superintendent.
5. Sets up and maintains paper and electronic filing systems for records, scheduling, correspondence, and other material.
6. Reviews work done by the Superintendent to check for correct spelling and grammar. Ensures that district format policies are followed, and recommends revisions.
7. Composes, types, and distributes meeting notes, routine correspondence, reports and vacancy notices.
8. Completes forms in accordance with school district procedures.
9. Assists in the preparation of the agendas setting forth all known items of business to be considered at the Board of Education meetings and supervising the coordination and delivery of Board packets to Board members.
10. Contact all building principals on Monday before the Board packet goes out on Friday for their Board reports, and ask for Board materials to be here by Thursday.
11. Attends all meetings of the Board of Education and keeps full and accurate minutes of all meetings of the Board of Education.
12. Interview preparation and correspondence on resignations and new hires.
13. Maintains a schedule of appointments and makes arrangements for conferences and interviews.
14. Schedules, coordinates, and follows up on all required travel arrangements, bookings, and/or social requirements for the Superintendent and Board of Education.
15. File/copy any requests for records, with proper authorization.
16. Maintain policy manual updates.
17. Keep copier serviced, filled with paper, fuser agent, dry ink, etc.
18. Assist with administration of School Board elections.

19. Maintain student suspensions and expulsion records as directed by the Superintendent.
20. Performs basic payroll and accounting type tasks as required, including the filling of invoices and depositing funds.
21. Keep track of employee death and hospital stays and orders flowers.
22. Works with and collaborates with all district personnel in determining the purchasing needs of the district.
23. Processes all district purchase orders within the budgetary guidelines as set forth by the Superintendent.
24. Oversees the processing, shipping, and receiving of all district orders.
25. Authorizes purchases in accordance with the budgetary limitations and district rules.
26. Provide Cost Impact analyses pertaining to district purchasing when requested.
27. May be required to perform other tasks by the Superintendent or Board of Education.

### **QUALIFICATIONS**

1. High School Diploma or equivalent required.
2. A minimum of 3-5 years experience in an office administrative assistant role or related position.
3. Must be able to type 60+wpm.
4. Knowledge of Microsoft Office programs including Word, Excel, Access, and PowerPoint, as well as Google Classroom, Google Sheets, etc.
5. Ability to lift and carry up to 20 lbs.
6. Ability to push/pull up to 10 lbs.
7. Ability to communicate to students, parents, and staff in an acceptable/courteous manner.
8. Must have excellent oral and written communication skills to work with teachers, education support personnel, building administrators and the general public.
9. Enforce school regulations and policies in a professional manner.
10. Ability to maintain good working relationships with fellow employees and pupils.

### **SCHEDULING**

The work hours for this position are 9:00 a.m. to 5:00 p.m. The schedule is subject to change with district demands. Overtime is required when requested.