



EXECUTIVE OFFICE ASSOCIATE I

GENERAL RESPONSIBILITIES

Under the leadership of the Chief of a department, the position is responsible for assisting the department head/chief with clerical and administrative support functions; preparing and maintaining complex and confidential files; and performing a variety of duties, projects, and responsibilities while ensuring the efficient operation of the department.

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Screen visitors and telephone calls directed to the Chief.
- Provide information to the public and/or direct requests to appropriate department(s).
- Receive e-mail messages for Chief, convey messages, and relay responses as appropriate.
- Receive, process, date stamp and distribute incoming mail.
- Maintain the Chief's appointment calendar to include scheduling and coordinating appointments, meetings, and interviews; coordinates all necessary arrangements for travel and conferences.
- Take, transcribe, and type correspondence, memoranda, reports, statements, schedules, and minutes of meetings.
- Initiate, compose and prepare letters and memoranda independently for the Chief's signature.
- Establish and maintain office procedures, filing systems, and confidential files.
- Collect information and prepare complex reports.
- Prepare, monitor, and maintain the department's budget for review by the assigned Chief.
- Prepare and process purchase requisitions for the department; submit invoices and supporting documentation for payment to accounts payable; resolve any problems with invoices and statements.
- Provide leadership and guidance to staff as needed; build trust and ongoing positive relationships with colleagues.
- Handle a variety of administrative or technical assignments as assigned.
- Perform related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of standard office practices, procedures, equipment and office assistance techniques; thorough knowledge of school division functions, organization, and policies and procedures; thorough knowledge of business English and spelling. Must have the ability to establish and maintain effective working relationships with school officials, the general public and associates; ability to provide leadership and direction to other clerical staff members; ability to work under pressure; ability to organize and perform work independently; ability to lay out and type complex forms and tables; ability to make difficult mathematic calculations; ability to type, take and transcribe dictation at a reasonable rate of speed; ability to operate personal computer and other standard office equipment including applications that enable collaborative team work. Must be able to access the internet when working remotely. Must be highly skilled in the use of technology and Microsoft Office Suite programs.

EDUCATION AND EXPERIENCE

Required: High School Diploma or GED, and college level courses in office management or related field. Extensive experience in managing and providing administrative support in an office environment.

A comparable amount of training and experience maybe substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, grasping, fingering, repetitive motion, and reaching. Occasional walking, standing, bending, stooping, balancing, and crouching. Ability to lift up to 20 pounds occasionally.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Regular and reliable attendance is an essential function of this position.

FLSA Status: Non-Exempt	Description:5/19, 7/20
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