Position Summary

Performs administrative support by developing and maintaining budgets, grants, records, reports, analyzing data, monitoring and coordinating communications and correspondence, responding to direct inquiries, supporting students and other District staff. Work is performed under limited supervision.

Supervisory Relationship

Operational Assistant/Coordinator job descriptions vary from department to department as the functions are designed to meet each individual programmatic need. This job description outlines the essential functions required to fulfill the duties the Operational Assistant and the Federal programs and Operations Coordinator. These duties can be expanded to include other duties as needed.

Essential Functions

- Compiles, maintains and updates a variety of records and/or files including, project numbers, purchase orders, data tracking, inventory, billings, budget reports and student data, daily attendance, for the purpose of providing documentation for audit purposes and meeting state, federal and administrative requirements.
- Provides general bookkeeping duties including generating and coding purchase orders, vouchers and billings for department supplies through public and private resources; includes District-wide furniture purchases for incumbent assigned to Building Operations.
- Provides general clerical duties including preparing correspondence, forms, reports and spreadsheets; coding appropriate budget numbers; processing timesheets; answering phones; copying; filing; room scheduling; ordering office supplies; distributing mail; and reception.
- Coordinates and schedules various meetings, travel reservations, training sessions and bid openings with staff, administrators and stakeholders.
- Assists with preparing and reconciling figures and reports for budgets; attending monthly team meetings.
- Analyzes various in-person and telephone requests to respond with appropriate referrals and request for information.
- Assist with summer school.
- Maintains confidentiality of all documents and information involving students and staff.
Required Knowledge, Skills and Abilities

- Thorough knowledge of the policies, practices, methods and techniques used in the administrative functions of a school office or department.
- Knowledge of school board policies and procedures.
- Skill in oral and written communication.
- Skill using personal computers and related software packages, hardware and peripheral equipment.
- Skill creating and maintaining various electronic and paper records.
- Ability to follow direction from others and to perform related duties with limited supervision and oversight.
- Ability to establish and maintain effective working relationships with parents, students, staff and the public.
- Ability to work, and interact, with people from diverse backgrounds and socio-economic groups.

Minimum Qualifications

**Education**

Bachelor’s degree from an accredited university or Associates/Technical degree.

**Experience**

Two years of experience performing high level clerical and bookkeeping functions with oversight of budgets and grant functions.

**OR**

Equivalent combination of education and experience.

**Work Environment**

Duties are performed in an office environment. Execution of responsibilities may lead to stress due to constricted timelines and deliverables. Completion of duties may require working beyond an 8-hour work-day and some weekend work.

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