

Arlington School District No. 16
Job Description

JOB TITLE: Executive Assistant to the Executive Director of Operations

CLASSIFICATION:	Classified - Exempt
LOCATION:	District Office
REPORTS TO:	Executive Director of Operations
HOURS:	8 hours/day, 5 days/week, 260 days/year

SUMMARY: The Executive Assistant to the Executive Director of Operations will provide support to the Executive Director of Operations anticipating and taking initiative with minimal supervision in situations as appropriate, prepare purchase orders, maintain accurate records and files, provide exemplary customer service, and consistently project a professional and positive image of the office and the District while maintaining strict confidentiality.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Responsible for Executive Assistant to the Executive Director of Operations duties associated with the effective performance of the duties of the Executive Director of Operations
- Assumes responsibility for own work without direct supervision, follows established procedures, and refers unusual cases to Executive Director
- Works cooperatively and reliably with staff, parents, and the public, exhibiting personal qualities and behaviors that contribute to the effectiveness and efficiency of the department
- Attend meeting that may occur after hours, including evenings and weekends
- Serve as a member of the EMART Committee
- Serve as a member of the Safety Committee
- Serve as a member of the APS Facility Advisory Committee and Bond Oversight Committee
- Attend all fiscal meetings
- Maintain Rave 911 system for all APS employees
- Responsible for APS Motor Pool monthly reporting including spreadsheets – keep accurate MP records
- Help monitor and maintain the Safe Visitor Management System
- Facilitate with WSRMP on risk assessments and help coordinate trainings of APS staff
- WSRMP liaison on all student incident reports
- Compilation of all student incidents monthly for Safety Meeting and WSRMP
- Responsible for approval/denial of all APS Type II Drivers including maintaining documents
- Coordinate and facilitate all maintenance/custodial requests of the District office building
- Copier liaison for the District for all copier needs (buying/pricing/leasing/problems). District point person with all copier sales.
- Answer main District telephone line – trouble shoot calls as necessary
- Responsible for keeping District tv monitor updated
- District calendar – approves/rejects all District/building events – trains new staff on use of Dyna Cal
- Interprets and enforces all District rules/regulations/policies/procedures regarding facility use and safety
- Interpret policies, help define facility procedures, and work one-on-one with clients
- Receives all requests for facility use and athletic field use; consults with and advises facility users regarding plans and requirements for events, provides information regarding rental costs, approves/rejects all requests
- Coordinates with other building staff and departments on scheduling events/custodians

- Develops, prepares, maintains reports and records for billing costs, fees and other financial transactions regarding facility use; prepares timesheets for facility monitor
- Work with Executive Director of Operations to ensure that all equipment is operational and safe and that all facilities are prepared and staffed
- Provide leadership to external and internal clients to improve community and District relationship
- Qualify as a FEMA trainer for the District for FEMA ISC 100 – develop and train all pertinent APS staff in ICS
- Attend FEMA/safety trainings as necessary
- Leadership role in safety and reunification exercises
- Assist in planning, scheduling, and delivery of in-service training programs
- Compose and prepare documents using a computer, including correspondence, minutes of meetings (including some evening meetings), reports, email, and calendars with minimal instruction
- Provide customer service to staff and community, in person, by telephone, and email. This includes providing requested information using discretion and troubleshooting potential problems
- Schedule and organize complex meetings, travel, conferences, and facility use arrangement
- Responsible for all Operations department purchasing and record keeping
- Record and prepare accurate and timely meeting minutes as requested
- Knowledge of WSIPC and EDS to enter data, create reports, manage department, etc.
- Responsible for accurate internal records for external reporting
- Responsible for coordinating with Human Resources and Financial Services to maintain accurate records, payroll, and reporting
- Perform a variety of technical tasks using Microsoft Office
- Effectively work in a highly collaborate setting focused on teamwork; ability to support colleagues when needed
- Coordinate with Superintendent's office for coverage and support
- Demonstrate professionalism through punctuality and minimal absences
- Work independently and within a team on special non-renewing and ongoing special projects
- Respond to monthly, weekly, and daily requests for information for directors or other school building departments
- Use highly developed, proactive communication
- Observe strict confidentiality regarding students and personnel
- Provide information support to the Executive Director of Operations, principals, and other District administrators
- Prepare and maintain a variety of records related to assigned duties
- Other duties as assigned

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

SUPERVISORY RESPONSIBILITIES:

Supervise Facility Monitor(s)

EDUCATION and/or EXPERIENCE:

High School diploma or equivalent and some college preferred – five (5) or more of recent secretarial/operations experience or equivalent, preferably in an education system

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Washington State Driver's license

LANGUAGE SKILLS:

Ability to read, analyze and interpret general business manuals, technical procedures, laws, or governmental regulations. Ability to write reports, business correspondence, and procedures. Ability to effectively present information and respond to questions from administrators, students, parents, and the general public.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts, such as discounts, proportions, percentages, and totals and to apply concepts of basic mathematics. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs, tables, etc.

REASONING ABILITY:

Ability to solve practical or complex problems and deal with a variety of concrete and abstract variables. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER SKILLS AND ABILITIES:

- Ability to maintain high standards of professionalism and diplomacy in dealing with the public, district staff and establish cooperative working relationships
- Ability to communicate effectively with coworkers, staff, parents, and the public
- Ability to recognize, set priorities, meet deadlines, attend to detail, and follow through on assigned tasks
- Ability to manage and resolve conflict
- Ability to develop and implement effective long-range plans
- Ability to work cooperatively with building staff in team environment
- Ability to effectively schedule APS buildings/fields
- Ability to direct the work of the facility monitor(s)
- Ability to compose, edit, and format documents using different software programs
- Ability and willingness to upgrade skills to maintain the highest level of efficiency and high-quality work
- Knowledge of all general secretarial procedures
- Knowledge of computers and software, including word processing, spreadsheet, and database programs
- Knowledge of operation of office equipment
- Knowledge of basic accounting principles and budgeting, and financial record keeping; correct spelling in written communication
- Skill to read and interpret rules and laws and apply them with good judgment in a variety of situations
- Ability to handle confidential matters and information in a professional manner
- Ability to work in an office situation where interruptions occur frequently and priorities are often modified, requiring a high degree of flexibility
- Knowledge of community agencies and resources
- Ability to assess school and community needs
- Ability to adapt to change and set priorities
- Proactive communication abilities

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit, and frequently required to walk or stand, lift, and carry objects weighing up to 10 pounds a distance of 50 feet, reach with hands and arms; and use the hands to handle, finger, or feel objects, tools, or controls. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. Successful performance requires specific vision abilities that include close vision, distance vision, and peripheral vision.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

There are no unusual environmental conditions. Typically, the work may be performed in an office or field environment; the noise level in the work environment is moderate. Occasionally, the employee must deal with distraught or difficult individuals; attend meetings, some of which occur after hours including evenings and weekends; and experience frequent interruptions.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.

November 2021