



LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

Human Resources Department

Position Title:	Administrative Assistant Grants	Location:	Business Department
Reports To:	Director of Business Services	Supervises:	None
Classification:	Support	Status:	Full-time
FLSA Status:	Non-Exempt	Benefit Eligible:	Yes
Work Year:	12 months	Salary:	see lhusd.org website

Education and Experience Requirements

- High school diploma or equivalent, some college accounting preferred. Prior work experience in business procedures, office practices, federal, state, and/or private grant funding recommended.

Certificates and Licensure Requirements

- IVP fingerprint clearance card through AZ Department of Public Safety

Summary

- The person who occupies this position shall possess excellent qualifications for secretarial work including budgets and spreadsheets.
- This individual must be discrete, loyal, efficient, and be able to keep in the strictest confidence the business that crosses this desk.
- Work must be accurate.
- Routine procedures should be handled efficiently and effectively.
- This individual must be able to perform duties under deadline pressures and requirements for District Grants Department.
- Assists with projects, utilizing, federal, state, and private funding opportunities to support District programs and goals.

Qualifications

- Skilled computer applications, including spreadsheets.
- Ability to communicate effectively, orally and in writing.
- Demonstrated knowledge of office practices and procedures
- Appropriate business correspondence
- Operation of routine office equipment
- Possess basic skills in accounting and reporting procedures.
- Demonstrated typing skills.
- Ability to work effectively without direct supervision.
- Good health, physical stamina, fitness, and vitality
- Personal qualities associated with good human and interpersonal relations.
- Must be detail oriented.



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Responsibilities and Requirements

- Conduct office routines under the direction of the responsible administrator
- Performs a variety of office administrative tasks such as completing purchasing requisitions, project management documentation, ordering materials and supplies and monitoring budgets including but not limited to budgets, funding, grants, contracts and/or purchasing; assists with fiscal planning; assists in writing and management of submissions relating to grants.
- Maintain accurate records and files of all required data for this position.
- Support in the collection of reliable data, preparation and submission of all reports in a timely and accurate manner as required by the Department of Education, and private grant entities.
- Assists in maintaining organization of hard copy and electronic library of information and research concerning grants.
- Follows District procedures for submission, record keeping and reconciliation of grant proposals and applications.
- Schedule appointments with efficient organization of priorities and time
- Prepare agendas, effectively take meeting notes, type minutes and prepare information for circulation.
- Cooperate and collaborate with office personnel in establishing the smooth operation of the District Office and school site personnel.
- Be constantly aware of the importance of public relations in all aspects of the performance of these duties.
- Correlate research and prepare reports as required by the administrator of this position.
- Perform other duties when assigned by the administrator.

Physical Demands and Work Environment

- Physical Effort
- Repetitive motion and eye strain through extensive utilization of computer hardware and software.
- May require lifting materials and supplies weighing up to 25 pounds.

EEOC

Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.

This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.