



LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

Human Resources Department

Position Title:	Administrative Assistant Business	Location:	Business Office
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. Additional training in accounting is recommended. A minimum of seven years prior work experience as a secretary. Knowledge of accounts payable and purchasing systems.

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.
- This individual must be discreet, loyal, efficient, and be able to keep in the strictest confidence the business that crosses this desk.
- Work must be accurate, handling routing efficiently and effectively.

Qualifications

- Demonstrated knowledge of office practices and procedures
- Ability to work effectively without direct supervision.
- Personal qualities associated with good human and interpersonal relations.
- Ability to make accurate arithmetic calculations.
- Ability to type with speed and accuracy.
- Operation of routine office equipment (fax, copier, etc.)
- Complete proficiency with Microsoft Office programs, i.e.: Excel, Word, PowerPoint, etc., as well as familiarity with research via the internet
- Ability to work accurately and quickly under operational deadlines.
- Ability to deal with vendors and clients in an efficient and professional manner.
- Ability to generate special computerized reports and schedules with minimum direction.
- Communication skills - ability to express ideas clearly and concisely in writing and verbally.
- Interpersonal skills - cooperative, courteous, flexible, good natured, and concerned with being helpful and making a good impression.
- Effective work skills - conscientious, persistent, resourceful, productive and active
- Good health, physical stamina, fitness, and vitality
- Personal qualities associated with good human and interpersonal relations.



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Responsibilities and Requirements

- Maintain district bidder's list by adding qualified vendors to Excel spreadsheet and providing notification to companies via e-mail.
- Provide support in issuance of request for proposals (RFP's) by ensuring documents are issued, opened and evaluated in accordance with Arizona school district guidelines. Create new RFP's, while coordinating with several State agencies. The person in this position must be proficient in laws regarding procurement.
- Handle district liability and automotive insurance claims.
- Assist in preparation and submission of proposed, adopted and revised expenditure budgets, including maintenance of spreadsheets and entry of data into budget module.
- Prepare agenda action items for governing board meetings, ensuring that the board members receive relevant information regarding each item.
- Track gifts and donations made to the school district, including maintenance of a spreadsheet, submission of a monthly report to the governing board and preparation of acknowledgement letters/pre-numbered receipts to donors.
- Operate an orderly filing system for intergovernmental agreements and contracts.
- Coordinate annual audits and ensure that information is submitted on a timely basis.
- Act as secretary to the Lake Havasu Unified School District #1 employee benefit trust.
- Communicate with clerical staff at all sites regarding changes to student attendance reporting procedures and perform periodic audits to ensure guidelines are followed.
- Provide backup to purchasing and tax credit employees in their absence or when extra help is needed.
- Research and development with regards to financial information
- Liaison with district contracted attorneys and coordinate legal situations.
- Coordinate special election activities, i.e. override, which includes ensuring that all legal requirements are met.
- Maintain the director's calendar and schedule appointments with efficient organization of priorities and time.
- Answer phones and relay messages, providing tactful, courteous and informed contacts for staff, parents and community.
- Organize travel requests, vehicle requests, expense reports, travel arrangements, purchase orders, and have knowledge of all required district forms.
- Sort and relay incoming mail with attention to importance of priority.
- Act as "key operator" of district office copying equipment, i.e. performance of routine maintenance and minor repairs.
- Correlate research and prepare reports as required by the administrator of this position.
- Coordinate various projects with other departments and school sites.
- Perform other duties when assigned by immediate supervisor.

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.