Hickman County Schools

Job Title: Administrative Assistant

Reports to: Department Supervisor

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Purpose of Job: Responsibility for providing a variety of standard administrative supports for departments within the school system.

* Monitors a variety of activities (e.g. status of state curriculum guidelines on website, budget line expenditures, etc.) for the purpose of ensuring that financial practices are followed and in compliance with district policies.
* Contributes to or coordinates assigned projects and/or program components (e.g. arrangements for conferences and meetings, travel requirements, etc.) for the purpose of completing activities and/or delivering services in compliance with established guidelines.
* Compiles data for the purpose of preparing reports and/or processing requests. This may include payroll, human resources, budgeting, purchasing, informational technology, accounts payable and general support functions.
* Prepares and maintains a variety of manual and electronic documents files and records (e.g. department databases, calendars, work orders, time sheets, expense reimbursement requests, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
* Maintains inventory of supplies and materials (e.g. forms, office supplies, etc.) for the purpose of ensuring availability of items.
* Monitors a variety of activities (e.g. status of state curriculum guidelines on website, budget line expenditures, etc.) for the purpose of ensuring that financial practices are followed and in compliance with district policies.
* Prepares a variety of correspondence, reports and other materials (e.g. work orders, requisitions, supply orders, budget reports, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
* Responds to a wide variety of program-specific and district-general inquiries from a variety of internal and external parties for the purpose of providing information, facilitating communication among parties and/or providing direction.
* Supports assigned department staff for the purpose of providing assistance with administrative functions.
* Attends informational in-service meetings for the purpose of conveying and/or gathering information required to perform functions.
* Completes a variety of department-specific functions tailored to meet the needs, requests, and tasks of that department to provide support in specific areas of the district.