



**OFFICE OF HUMAN RESOURCES**

<b>Job Information</b>	
<b>Job Title:</b> <i>Department Administrative Assistant</i>	<b>Last Revised/Approved:</b> <i>April 2018</i>
<b>Job Code:</b>	<b>Reports To:</b> <i>Sr. Director, Curriculum &amp; Instruction</i>
<b>Office:</b> <i>Office of Academics, Dept of Curriculum &amp; Instruction</i>	<b>Department:</b> <i>Dept of Curriculum &amp; Instruction</i>

<b>Compensation Information</b>	
<b>Pay Grade:</b>	<b>Pay Range:</b>
<b>FLSA Status:</b> <b>Non- Exempt</b>	<b>Term of Employment:</b> <i>FT</i>

**Position Summary/Purpose:**

Develops and implements systems to help streamline the department programs and functions. Works on office projects, assists customers and provides leadership to other clerical staff within the department. Directly assists the senior director, Curriculum & Instruction, Advanced Academics staff, Math & Science staff

**Core Competencies:**

- Decision Quality and Problem-Solving
- Communication and Customer Service
- Professionalism
- Equity, Access and Inclusion

**Essential Functions:**

*An essential function is a duty or responsibility that is fundamental to the job — a critical, or basic component of that job. An essential function cannot or should not be assigned elsewhere.*

*Note: An Essential Function must meet the following criteria:*

- ✓ *Does the job exist to do this function?*
- ✓ *Would taking this function from the job fundamentally change the job?*
- ✓ *Would there be significant consequences if this function were not performed?*
- ✓ *Can other employees do this function if necessary?*
- ✓ *How much time per week is spent doing this function?*
- ✓ *Do people in similar positions elsewhere do this function?*

- Assists the department in the assigned role. Serves as the main resource for the area and performs support functions at all levels.
- Develops and maintains databases, follow up procedures and controls for the department. Works with various department leaders to resolve administrative matters.
- Maintains and coordinates the calendar of events for the senior director, advanced academics staff, math and science staff and works with staff to monitor tasks and coordinate workflows.
- Coordinates and maintains information for weekly meetings. Attends meetings and takes notes as directed. Prepares communications and correspondence in support of these functions.
- Manages and coordinates the administrative processes for district-wide Curriculum & Instruction functions.
- Manages and coordinates the department's record-keeping functions.
- Prepares reports and information items. Undertakes research to prepare related reports and correspondence as directed.
- Performs office management functions such as payroll, budget, requisitions, inventory and other office maintenance duties.
- Initiates, implements and coordinates new office and record-keeping procedures involving filing systems, forms, portal information and internal controls.

- Coordinates the work of the department to ensure team tasks are coordinated and serves as back-up and consistent coverage for customer service.
- Provides exceptional customer service through positive communication and fostering a welcoming environment.
- Actively supports the MPS Strategic Plan.
- Completes other duties as assigned.

## **Job Requirements:**

### ***Education Requirements:***

- Position requires a bachelor's degree in Business, Communications or a related field.

### ***Experience Requirements:***

- Three to five years of previous experience in a high-volume transaction environment is required.
- Experience with automated database and MS Office software is required.
- Previous public sector experience is desired.
- ***A combination of education and experience will be considered.***

### ***Knowledge, Skills and Abilities:***

- Effective oral and written communication skills are essential.
- Strong analytical and organizational skills.
- Accuracy with numbers, dates and spelling are critical.
- Must be able to prioritize tasks.
- Incumbent should have strong problem solving abilities and customer service skills.
- A demonstrated ability to work well with external customers, departmental staff, other central office departments and school staff is required.
- Must be able to work with a diverse staff.
- Computer skills to include proficiency with MS Office software and databases is required.

## **Working Environment:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

- Typical office or school environment.

## **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 with or without reasonable accommodation.*

## **Equal Opportunity:**

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. Requests for accommodations under the Americans with Disabilities Act or under

the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Resources.