



OFFICE OF HUMAN RESOURCES

Job Information	
Job Title: ESEA Administrative Assistant-Financial Planning & Budget Services	Last Revised/Approved:
Job Code: 3030	Reports To: ESEA Manager
Office: Office of Finance	Department: Financial Planning & Budget Services

Compensation Information	
Pay Grade:	Pay Range: \$
FLSA Status:	Term of Employment: FT

Position Summary/Purpose:

Under the direct supervision of the ESEA Manager, this position provides administrative and secretarial support for the department. In addition to typing, filing, scanning and scheduling, performs duties such as financial record keeping, payroll, coordination of meetings and training, obtaining supplies, coordinating production and distribution of annual financial documents, and working on special projects. Also, answers non-routine correspondence and assembles highly confidential and sensitive information. Deals with a diverse group of important internal and external callers and visitors as well as internal contacts at all levels of the organization. Independent judgment is required to plan, prioritize and organize diversified workload, recommends changes in office practices or procedures.

Core Competencies:

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

Essential Functions:

Priorities

- Relieves management of administrative detail, all projects
- Works independently and within a team on special nonrecurring and ongoing projects
- Types and designs general correspondences, memos, charts, tables, graphs, work plans; proofreads department documents for spelling, grammar and layout, making appropriate changes; responsible for accuracy and clarity of final copy
- Coordinates work flow
- Updates and chases delegated tasks to ensure progress to deadlines
- Takes initiative in staff absence
- Keeps projects on schedule
- Maintains procedure manual to ensure consistent performance of routines
- Maintains operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques
- Contributes to team effort by accomplishing related results as needed

- Schedules and organizes complex activities such as meetings and training sessions for all members of the department
- Establish, develop, maintain and update paper and electronic filing systems for the Process payroll and travel allowances for department and other assigned Finance staff
- Handle administrative detail, all projects
- Actively supports the MPS Strategic Plan.
- Performs other duties as assigned.

Please note these essential functions are not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Job Requirements:

Education Requirements:

- Position requires a bachelor's degree in business, communications or a related field.
- A combination of education and experience will be considered.

Experience Requirements:

- A minimum of five years paid full-time office experience that include a substantial amount of word processing and/or typing, at least one year of which must have been in an administrative office. Must have proficient knowledge of PC computers and its programs along with spreadsheets.
- Experience with automated database and MS Office software is required.
- Must be able to work independently on a variety of tasks.
- Must have strong oral & written communication skills.

Knowledge, Skills and Abilities:

Reporting Skills, Administrative Writing Skills, Microsoft Office Skills, Managing Processes, Organization, Analyzing Information, Professionalism and Positive Service Attitude, Supply Management, Inventory Control, Verbal Communication, Strong Sense of Urgency, Analytical and Problem-Solving Skills, Confidential, Detail Oriented, Collaborative, Flexible and Thorough

Working Environment:

Work is performed in an office environment; continuous contact with other staff and the public. Occasional travel may be required for training, meetings and private schools. May be required to work weekends, nights, or be on-call as needed. One-year probationary period required.

Physical Demands:

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and scanners.

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.