



POSITION DESCRIPTION

JOB TITLE: CAO Planning Assistant	
Job Class:	
DATE	Chief Academic Office
FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt	
Pay Schedule:	Recommended Range: Management Approval:
POSITION SUMMARY and PURPOSE: Provides support to all areas of the Chief Academic Office by implementing administrative systems, procedures, and policies, and monitoring and executing large scale projects. Performs duties such as financial record keeping, coordination of meetings and trainings, obtaining supplies, coordinating production and distribution of departmental documents, and working on special projects. Deals with a diverse group of important internal and external callers and visitors as well as internal contacts at all levels of the organization.	

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

- NOTE:** An essential function must meet the following criteria:
- 1) The reason the position exists is to perform that function,
 - 2) No other employee is available to perform that function,
 - 3) The function is highly specialized, and
 - 4) Removing the function would fundamentally alter the job.

1. Assists management with administrative projects and works independently or as part of a team to see projects through to completion.
2. Types and designs general correspondence, 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.
3. Updates and change delegated tasks to ensure progress to deadlines.
4. Takes initiative in staff absence and keeps projects on schedule.
5. Maintains procedures manual to ensure consistent performance of routines.
6. Composes correspondence/reports for own or chief/director's signature.
7. Processes replies on own initiatives or from staff instruction or notes.
8. Researches, drafts, or abstract reports or other summary data.
9. Schedules and organizes complex activities such as meetings and training sessions for all members of the department.

10. Arranges meeting facilities and maintains department calendars.
11. Assists with textbook coordination, large department events and Board items.
12. Establishes, develops, and maintains and updates paper and electronic filing systems for the department; retrieves information from files when needed.
13. Performs desktop publishing, creates and develops visual presentations for the department.
14. Recommends management action to improve standard operations procedures. Present comparison on costs, risks, and benefits. Prepares and monitors department budget.
15. Actively supports the MPS Strategic Plan.
16. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

General supervision provided by the Chief Academic Officer or the designees.

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

N/A

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Bachelor's degree in business or related area. Experience working with teams and coordinating large projects.

Experience Requirements

Three years of previous, related experience. Public sector experience is preferred.

Knowledge, Skills, and Abilities

Effective oral and written communication skills and presentation skills are essential. Flexibility and diplomacy are critical. Must be able to manage multiple initiatives. 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. 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.

General office environment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

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.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.