

ST. Johns Unified School District #1

JOB DESCRIPTION

Title: Administrative Assistant (to the Superintendent and Governing Board)

Qualifications:

- Post-high school training is preferred.
- A minimum of two years experience as an administrative secretary and other clerical experience is required, and knowledge of accounting is preferred.
- Must be proficient in computer programs and applications, and must possess excellent communication skills.
- Must be available to work some evenings for scheduled meetings.
- Ability to develop and maintain effective relationships with Governing Board, the staff, and the public.

Reports To: Superintendent and Governing Board

Job Goal: To assist the Superintendent and Board with secretarial needs and other quasi-administrative functions essential to their efficiency and effectiveness.

Performance Responsibilities:

- Performs secretarial duties and serves as a resource for the Superintendent and Governing Board.
- Places and receives telephone calls, and greets and meets visitors in a professional manner.
- Prepares agendas and materials for all Governing Board meetings.
- Posts meeting notices for all Board meetings as required by the Arizona Open Meeting laws.
- Maintains the district policies that are adopted or changed by the Board and electronically submit to AZ Policy Services to update on line.
- Performs a variety of personnel functions for the district including: job announcements, recruiting, screening of applications, doing background checks, maintaining fingerprint files, reminders to certified staff about certificate renewals, scheduling interviews, maintaining personnel files, etc.
- Attends Governing Board meetings and takes minutes for Board approval.
- Maintains an efficient filing system of records, communications, reports, etc.
- Safeguards the confidentiality of district records and files.
- Makes travel and conference arrangements for the Superintendent and Governing Board.
- Has responsibility for the auxiliary accounts of the district.
- Handles all aspects of Tax Credit donations to the district and reports to the State.
- Maintains a calendar of district events and staff directories.
- Performs other related duties as required.

Terms of Employment: 12 months. Salary established by the Governing Board. Employee benefits in accordance with district policies.

Classification: 13

Evaluation: Performance of this job will be evaluated in accordance with the Governing Board policy on evaluation of classified personnel.