



## JOB DESCRIPTION

### Administrative Assistant II (Enterprise Applications & Project Management)

<b>DIVISION:</b> Office of Performance & Information Technology (PIT)	<b>GRADE:</b> 122
<b>DEPARTMENT:</b> Enterprise Applications & Project Management	<b>WORK DAYS:</b> Annual
<b>REPORTS TO:</b> Executive Director (IT Infrastructure and Production Services)	<b>FLSA STATUS:</b> Non-Exempt
<b>CLASSIFICATION:</b> Classified	<b>DATE:</b> 3/30/2021

**Our Mission:** Through a caring culture of equity, trust, and collaboration, every student will graduate ready for college, career, and life.

**Our Vision:** A high-performing school district where students love to learn, educators inspire, families engage, and the community trusts the system.

**Our Guiding Principles:** **Equity** in our approach to decision making, **Ethics** to demonstrate our integrity, **Engagement** with our school community, and **Excellence** in everything we do.

#### **POSITION SUMMARY**

The Administrative Assistant II provides administrative and clerical support to the Executive Director and other leadership. Understands and follows procedures in accordance with system policies and regulations, ensures that operations within the office are carried out with the highest level of quality, makes recommendations for improvements, and develops workflow processes and procedures in accordance with Board policies and procedures. Performs work that is confidential in nature and may serve as a lead at the request of the Executive Director. Trains staff and monitors quality of work. Makes recommendations and develops workflow processes for improvement.

#### **MINIMUM REQUIREMENTS**

**EDUCATION:**

- High School Diploma or GED required.
- Associate's degree or equivalent preferred.

**CERTIFICATION/LICENSE:**

- N/A

**WORK EXPERIENCE:**

- 2 years of clerical experience with high competency in office software.
- Experience working in a fast-paced urban school district or comparable governmental/public sector work preferred.

#### **KNOWLEDGE, SKILLS & ABILITIES**

- Advanced principles of office administration and systems, office technology, and workflow.



- Advanced office procedures, including filing systems, record keeping systems, business correspondence, and reporting formats.
- Advanced computer operating techniques related to administrative and financial record keeping, databases, text processing, reporting, and presentations.
- Effective communication, both written and oral.
- Proficiency with all Microsoft Products as well as ERP (Lawson or similar system), SharePoint and applicable HR information systems (i.e. can perform mail merge functions and implement formulas into spreadsheet).
- Leadership and problem-solving skills.
- Plans and organizes work, schedules, and procedures.
- Able to carry on several simultaneous assignments, with close attention to schedules and deadlines.
- Meets deadlines and learns processes with little to no documentation.
- Works independently, with little direction exercising good judgment.
- Read, interpret, explain, and follow rules, regulations, policies, and procedures.
- Works independently and maintains confidentiality when working with confidential, privileged, and sensitive records, materials, and information.
- Performs basic mathematics functions and maintains accurate financial and statistical records.
- Speaks tactfully and courteously in English with staff and the public and is sensitive to cultural, developmental, religious, and ethnic diversity of students and community.

#### **ESSENTIAL DUTIES**

- Provides administrative support including drafting and typing memos, correspondence, forms and other materials to disseminate information or provide notification.
- Answers phone, schedules appointments, and provides information regarding office district policies and procedures.
- Screens, responds to, and/or distributes mail as appropriate.
- Receives phone calls and walk-in visitors.
- Schedules appointments and meetings to maintain calendar.
- Attends meetings to provide or obtain information.
- Obtains, compiles, organizes, and prepares information and data for various reports, meetings/board agendas, ensuring information packages are complete and meet guidelines for submittal.
- May act as Timekeeper for the department.
- Coordinates special administrative projects as assigned to include assigning work, providing project information, giving guidance in support of project objectives, and prepares final report.
- Acts as lead to other staff ensuring smooth workflow, coverage of a position in absence of employee, and assists in interpreting policies, procedures, and processes and clarifies as appropriate.
- Makes travel arrangements including accommodations, rental cars, and airline reservations.
- Reviews expense reports for completeness and submits for reimbursement.
- Required to have prompt, regular attendance in-person and be available to work on-site, in-person during regular business hours and as needed.
- Performs other duties as assigned by an appropriate administrator or their representative.

#### **PHYSICAL ABILITIES AND WORKING CONDITIONS**

The physical abilities, working conditions and other conditions of employment listed in this document are representative of, but are not intended to provide an exhaustive list of the requirements for positions in this classification. In the event of an emergency or situation requiring guidance from Federal, State, or local or school district authorities, the requirements of this position may change temporarily or for the school year to best serve the needs of our students.



**Vision:** Ability to read small print and view a computer screen for prolonged periods.

**Hearing:** Ability to tolerate exposure to noisy conditions.

**Speech:** Ability to be understood in face-to-face communications, to speak with a level of proficiency and volume to be understood over a telephone or computer.

**Upper Body Mobility:** Ability to use hands to grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.

**Strength:** Ability to lift, push, pull and/or carry objects which weigh as much as 5 or more pounds on a frequent basis. Incumbent may be required to physically restrain parties involved in a conflict.

**Environmental Requirements:** Ability to encounter constant work interruptions; work cooperatively with others; work independently; work indoors.

**Mental Requirements:** Ability to read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgement and the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records. Understand how to manage stress.

**Remote Work Requirements:**

**Additional Work Conditions & Physical Abilities:** Ability to be flexible and adapt as needed between various in-person working environments.

***The Atlanta Public School System does not discriminate on the basis of race, color, religion, sex, citizenship, ethnic or national origin, age, disability, medical status, military status, veteran status, marital status, sexual orientation, gender identity or expression, genetic information, ancestry, or any legally protected status in any of its employment practices, educational programs, services or activities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.***

***This job description is intended to accurately reflect the duties, responsibilities and requirements of the position. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position. Management and administration reserves the right to modify, add, or remove duties and assign other duties as necessary.***