



## Administrative Assistant

### **BASIC FUNCTION**

Under general supervision, provide administrative, secretarial and clerical support to an assigned administrator, office and/or activity; maintain confidentiality of records and information; research and prepare complex data, presentations and reports; function as liaison to a variety of district stakeholders on behalf of an administrator, office and/or department.

Positions in this class provide administrative secretarial and clerical support for a variety of district offices and administrative staff. Incumbents perform a variety of complex and technical assignments and are expected to exercise independent judgment and demonstrate initiative to carry out their responsibilities. Incumbents must apply a thorough knowledge of the organizational structure, functions and policies of the district in performing and coordinating their responsibilities. A high degree of integrity, professionalism, cultural responsiveness and discretion, along with an exemplary work ethic is paramount. Positions in this class are represented by the Portland Federation of School Professionals (PFSP).

### **DUTIES AND RESPONSIBILITIES**

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Provide varied and complex secretarial support services to relieve the administrator of administrative and clerical detail; organize office activities and coordinate flow of communications and public relations for the administrator; maintain confidentiality of sensitive and privileged information; assure smooth operations of assigned office.
- Research, compile and maintain a variety of information in support of administrative functions; prepare documents and analyses and compute statistical information for various district, State and federal reports.
- Maintain department budgets and assure accounts are accurate and expenditures are in compliance with federal or State requirements; initiate purchase requisitions and budget transfers; oversee contracts and invoices; produce a variety of financial and statistical reports.
- Receive visitors, including administrators, staff, parents and the public and provide information or direct to appropriate personnel; provide detailed and technical information concerning policies and procedures where judgment, knowledge and interpretation of procedures and regulations are required; compose and distribute a wide variety of information.
- Demonstrate a commitment to the Portland Public Schools Equity Initiative by developing a thorough knowledge and application of the district Racial Educational Equity Policy. Participate in staff development, in-services and trainings related to diversity, equity and inclusion in the workplace and in K-12 education; model appropriate behaviors; develop, recommend and implement improvements to business practices and student achievement with awareness and understanding of their impact in a racially and culturally diverse community.
- Assure timely communications between assigned office, the public and District employees; initiate phone calls to receive and transmit information; answer telephones, screen and route calls; take and relay

messages; serve as a resource to others concerning policies and procedures and resolve issues as appropriate.

- Compose, independently or from note or rough draft, a variety of materials including inter-office communications, requisitions, forms, letters, contracts, special projects, legal documents and other materials; create and maintain project and confidential files.
- Participate in and coordinate various routine and special projects for the administrator; track and monitor progress and workflow and adjust priorities to meet completion deadlines.
- Coordinate, schedule and attend a variety of meetings; prepare and send out notices of meetings; maintain appointment calendars; collect and compile information for meetings, projects and workshops; prepare agenda items and back-up materials; prepare charts and statistical information as needed; attend meetings; take, transcribe and distribute minutes.
- Maintain a variety of complex records, lists and files including confidential materials; prepare purchase requisitions; prepare payroll; inventory, order, receive and distribute office supplies and materials.
- Create and maintain a shared electronic filing system for storing ongoing department minutes and necessary documents.
- Coordinate travel and conference arrangements for staff; prepare related forms and reimbursements.
- Operate a variety of office equipment, computer and peripheral equipment to record information and generate lists, reports and other materials; utilize a variety of word processing, database, presentation, webpage, spreadsheet, internet, and other software.
- Develop and implement office procedures to assure complete and timely operations and facilitate work flow.
- Attend and participate in a variety of in-service trainings and meetings.
- May receive, open, sort, screen and distribute incoming mail and prepare bulk mailings.
- May provide leadership, work direction and guidance to students and staff.
- Perform related duties as assigned.

## **EDUCATION & EXPERIENCE**

### **Minimum Qualifications:**

- Equivalent to completion of the twelfth grade, supplemented by college-level course work in secretarial science, business administration, or a related field is required.
- Five years of experience as an executive-level or equivalent administrative assistant/secretary or five years of experience in a secretarial or clerical position with Portland Public Schools, including demonstrated proficiency with word processing software is required. Lead or supervisory experience, Microsoft Office Suite, web page design and PeopleSoft or similar database software experience is highly desirable.
- An Associate of Arts/Science degree in secretarial science, business administration or related field will substitute for two (2) years of the required Experience.
- Any other combination of education and experience that would likely provide the required knowledge and abilities may be considered.
- Bachelor's Degree
- Minimum of three years of experience working in a position requiring collaboration, partnership building and creative problem solving.
- Any other combination of education, training and experience which demonstrates the candidate is likely to possess the skill, knowledge, ability and trait characteristics essential for this classification may be considered.

### **Special Requirements:**

Some positions in this classification may require the use of a personal automobile and possession of a valid Class C

Oregon driver's license.

### **WORKING CONDITIONS**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.*

**Work Environment:** Work is performed primarily in a standard office environment.

**Hazards:** Potential conflict situations.

**Physical Demands:** Primary functions require sufficient physical ability and mobility to work in an office setting; dexterity of hands and fingers to operate a computer keyboard and other office equipment; sitting or standing for extended periods of time; kneeling, bending at the waist, reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting, pushing, pulling and carrying office equipment, supplies and materials weighing up to 25 pounds; repetitive hand movement and fine coordination to use a computer keyboard; hearing and speaking to exchange information in person or on the telephone; seeing to read, prepare and assure the accuracy of documents.

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FLSA: Non-Exempt

Posting Date: 11/17/2020

Bargaining Unit: Portland Federation of School Professionals (PFSP)

Salary Grade: Per contract

*Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. The District is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service (Board of Education Policy 1.80.020-P).*

*Human Resources partners with district leadership to recruit, develop, and support a culturally diverse workforce dedicated to the highest standards of equity and achievement that creates an environment of empowerment and success for our students, employees, and the communities we serve.*