

CAPE ELIZABETH SCHOOL DEPARTMENT
Community Services Division
Job Description

TITLE: Administrative Assistant to the Community Services Director

QUALIFICATIONS:

1. **Education/Certification:** Associate degree or equivalent work experience.
Hold a valid State of Maine Criminal History Records Check Approval.

2. **Special Knowledge/Skills:**
 - a. Knowledge, understanding and demonstrated aptitude or competence in the performance responsibilities listed below.
 - b. Must possess strong organizational skills as well as the ability to handle multiple projects professionally.
 - c. Demonstrated ability to exercise independent judgment, prioritize tasks and work independently with a high degree of accuracy.
 - d. Demonstrated computer skills.
 - e. Must be team oriented with excellent interpersonal and communication skills.
 - f. Must be willing to participate in ongoing in-service training as requested.
 - g. Must maintain a high level of ethical behavior and confidentiality of information as required by law.

3. **Experience:** Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

REPORTS TO: Director of Community Services

JOB GOAL: To assist and relieve the Community Services Director of paperwork and impediments so that s/he may devote maximum attention to the central issues of administration.

PERFORMANCE RESPONSIBILITIES:

1. Provides administrative support to the administration of the Community Services Department as follows:
 - Maximize utilization and effective management of the Director's time in a confidential and professional manner.
 - Manage internal and external communications from and through the office.
 - Review and abstract data and information in preparation of meetings and keep the Director current regarding District issues.
 - Manage special projects as assigned.
 - Attends meetings as needed by the Director and takes minutes.

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2. Typing, filing and distribution of all meeting agendas, minutes and accompanying support materials including collection of relevant data through incoming mail and from District Administrators. Organization, distribution and posting of meetings.
3. Open and review incoming mail. Process incoming correspondence and flag priority/sensitive mail in order to expedite. Report regularly to the Director any developments or problems within the Community Services department, town, and/or school system which may require the Director's awareness or action.
4. Compose various letters of acknowledgment, thanks, waivers, employment matters, or memoranda in the Director's name, as instructed, in addition to typing correspondence already composed by the Director.
5. Lend clerical support to the other Community Services employees as approved by the Director.
6. Schedule appointments and coordinate arrangements for meetings/conferences.
7. Maintain databases for personnel matters: evaluation cycle, certification expiration, etc.
8. Maintain thorough knowledge of Community Services policies and procedures.
9. Establish and maintain the Director's office filing systems.
10. Generate and maintain Master Employee Database for department employees, which allows for annual update of employee directory.
11. Performs other duties as assigned by the Director.

EQUIPMENT USED:

Computer, printer, typewriter, calculator, telephone, copy machine, fax machine, and other pieces of general office equipment.

WORKING CONDITIONS:

Mental Demands: calculating, comparing, editing, problem-solving, evaluating, interpreting, organizing, consulting, analyzing, planning, designing, documenting, specifying, coordinating, implementing, presenting

Physical Demands: sitting, standing, climbing stairs, adjusting, connecting, lifting (to 25 lbs), bending, keyboarding, pulling, pushing, carrying, writing, walking, operating equipment

Environmental Conditions: inside, working around moving objects, working alone

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TERMS OF EMPLOYMENT:

~~8 hours per day / 260 days per year~~

Compensation and work hours in accordance with recommendations established by the Superintendent and Business Manager

EVALUATION:

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The Director will perform the evaluation.

NOTE: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

DRAFT

7/9/08

Recommended Changes per School Board HR Committee 11/9/10