

To apply submit cover letter and resume via email to cbrooks@ssc.edu



JOB DESCRIPTION

TITLE OF THE POSITION:

Administrative Assistant

REPORTS TO:

Career Development System Executive Director

GENERAL DUTIES:

- To assist in maintaining high quality services for staff and all who utilize the services assigned to this position.
- To assist Executive Director in carrying out the duties assigned to that position.
- To strive for positive and collegial public relations with staff and those who utilize the services of CDS.
- To maintain confidentiality in all areas assigned to this position.
 - Reception duties include: answer phone, greet guests, retrieve voice mail messages
 - Mail duties include: delivery & pick-up at main office, sort, date-stamp, and distribute in timely manner
 - Maintain inventory and purchase office supplies, meeting supplies (includes food and beverages), printed materials, and display signage
 - Schedule equipment repair as necessary

QUALIFICATIONS:

- Secretarial skills/experience
- Computer and other office equipment skills/experience
- Organizational skills/experience
- Some college with certification credentials in Microsoft ® Office Suite

ESSENTIAL FUNCTIONS:

- Possess the ability to speak clearly and be understood by others.
- Possess the ability to demonstrate effective telephone skills and the ability to operate a modern phone system.
- Possess the ability to organize all facets of the office.
- Possess the ability to address and assist individuals using the services of the position.
- Possess an acceptable attendance history in prior positions and demonstrate the ability to meet the daily attendance requirements of the designated position.
- Possess a successful work history, supported by references, in a work setting similar to the position.
- Demonstrate the ability to practice confidentiality with sensitive information.

- Demonstrate effective interpersonal skills to assist in establishing a positive climate in the work environment.
- Possess the ability to work with and maintain positive relationship with vendors.

RESPONSIBILITIES:

Administrative Assistant to CDS Executive Director

- Prepare correspondence, memos, reports, special mailings, etc.
- Meeting coordination for all councils, and others as requested
- Prepare and update Expenditure Reports workbooks
- First line review of submitted Expenditure Reports
- Other duties as assigned
 - Prepare correspondence, memos, special mailings, etc.
 - Meeting coordination for: Student Services, Elementary Administrators,
 - Maintain Activity Tracking Report
 - Prepare all clerical documents, arrange facilities and refreshments for annual Counselor In-Service
- Maintain record of professional memberships and publications

Meeting Coordinator

- Prepare and email/distribute meeting invitations and materials
- Prepare and copy materials for meeting packets, including agenda, previous meeting minutes, hand-outs, etc.
- Prepare and maintain RSVP sheets and Sign-In sheets
- Schedule and supervise meeting facilities
- Arrange for food and beverages, using caterers where applicable
 - Set up room before meeting, clean up after
- If requested, attend meeting, take notes, prepare meeting highlights

Grant-Related

- Maintain grant information books
- Maintain district-specific inventories
- Other duties related as assigned

Financial-Related

- Check accuracy of incoming bills and prepare check requests
- Mail checks accordingly, file copies
- Prepare incoming checks for deposit
- Prepare monthly summary of expenditures for District 228 Board meeting
- Prepare and assist in annual audit

TERMS OF EMPLOYMENT:

Twelve-month work year, position is grant funded and contingent on approved state budget.

EVALUATION:

Performance of this job will be evaluated annually in accordance with CDS Employee Guidelines.