



## **Administrative Assistant to Buildings & Grounds/Teaching & Learning/District Office**

**Department:** District Office

**Contract:** 260 Days

**Supervisor:** Curriculum Director/T&L Director/B&G Director

**Status:** Non-Exempt

### **Position Overview & Responsibilities**

Responsible for providing clerical support to the Teaching & Learning and Buildings & Grounds Directors to ensure the efficient functioning of the Teaching & Learning and Buildings & Grounds Departments as well as reception and assistance in the District Office.

- Provide clerical support of a confidential and non-confidential nature for the Teaching & Learning and Buildings & Grounds Departments as well as the District Office.
- Provides general reception duties and office support including answering and directing phone calls, greeting guests, data entry and word processing, filing and copying, and preparing/sorting mail.
- Maintains cleanliness and presentation of the District Office.
- Responsible for Teaching & Learning Department purchasing, equipment repair, returns, matching invoices and purchase orders, and ensuring materials have been received and invoices are released in a timely manner to Accounts Payable for processing.
- Assists the Director of Buildings & Grounds with custodial substitutes in substitute system, purchase order submissions, invoices, and other related duties.
- Support the coordination of a wide variety of projects, functions and/or program components for the purpose of completing activities and/or delivery services in a timely fashion.
- Attend meetings, workshops, and training sessions as directed by the Teaching & Learning and Buildings & Grounds Departments.
- Respond to a wide variety of inquiries from internal and external parties (i.e. staff, parents, students, public agencies, etc.) for the purpose of providing information, facilitating communication among parties, and/or providing direction.
- Perform other related duties as assigned

### **Requirements & Qualifications**

High school diploma or equivalent (GED) and business college or previous equivalent secretarial experience (3-5 years) preferred. Must be proficient in word processing and be familiar with computer software (i.e. budget, accounting, and spreadsheets). Must possess strong organizational skills, written and verbal communication skills, and have ability to work with diverse groups of people.

### **Equal Employment Opportunity Employer**

The St. Michael-Albertville School District is an equal employment opportunity employer who applies veteran's preference during hiring in accordance with applicable laws and district policy. The STMA District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, marital status, sex, status with regard to public assistance, disability, sexual orientation, age, family care leave status, or veteran status.