

## **ADMINISTRATIVE ASSISTANT - DIRECTOR OF ACTIVITIES**

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### **Purpose Statement:**

The job of Administrative Assistant - Director of Activities is done for the purpose/s of providing a wide variety of secretarial support to assigned administrator and activities department; establishing and maintaining records; compiling and distributing a wide variety of materials and reports; and coordinating various activities (including travel arrangements) various district employees and student groups.

This job reports to Director of Activities

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### **Essential Functions**

- Attends meetings, workshops, conferences and in-service training as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Compiles data from a variety of sources (e.g. schedules of activities, athletic events, fee schedules, etc.) for the purpose of complying with financial, legal and/or administrative requirements.
- Composes a wide variety of (many times complex) documents (e.g. calendars, handbooks, programs, letters, memoranda, bulletins, reports, correspondent, etc.) for the purpose of documenting events, providing and/or requesting information.
- Coordinates a variety of programs and/or activities (e.g. team lodging, conferences, meetings, workshops, meals, travel, team physicians, game security, etc.) for the purpose of ensuring accuracy of information and in compliance with district policies and regulations.
- Creates and processes documents, files and records (confidential and non confidential) (e.g. schedules, game contracts, officials contracts, season record archives, budget, requisitions, payrolls, vendor catalogs, athlete eligibility, emergency packets, etc.) for the purpose of providing up-to-date reference trail and availability of information as needed.
- Maintains inventory of supplies and materials (e.g. ribbons, trophies, athletic uniforms, etc.) for the purpose of ensuring items' availability.
- Prepares a wide variety of complex written materials (e.g. payroll for officials, gate staff, security, team physicals, invoices, contracts, handbooks, reports, newsletters, work orders, budget reports, etc.) for the purpose of communicating with individuals and groups of people, documenting activities, providing written reference and/or conveying information.
- Processes documents and material (e.g. purchase orders, work orders, budget reports, travel arrangements, reimbursements, entry fees, etc.) for the purpose of disseminating information to appropriate parties.
- Responds to inquiries from a variety of internal and external parties (e.g. staff, parents, students, community businesses, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Schedules and confirms various activities (e.g. credentials of referee's, facility usage, etc.) for the purpose of ensuring they meet the state registration requirements and athletic department's needs.
- Supports assigned administrative personnel, athletic directors, coaches, etc. for the purpose of providing assistance with their administrative functions.

### **Other Functions**

- Assists other personnel for the purpose of supporting them in the completion of their work activities.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment; performing standard bookkeeping; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: concepts of grammar and punctuation; and business telephone etiquette.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working with detailed information/data; working with frequent interruptions; and setting priorities.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

**Experience** Job related experience with increasing levels of responsibility is required.

**Education** High School diploma or equivalent.

**Required Testing**

Pre-Employment Proficiency Test

**Certificates & Licenses**

None Specified

**Continuing Educ. / Training**

None Specified

**Clearances**

Criminal Justice Fingerprint/Background Clearance

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**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**

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