

**Warrenton-Hammond School District
Job Description**

Job Title: Executive Assistant/ Board Secretary/Accounts Payable Clerk
Reports To: Superintendent

JOB SUMMARY

This position provides full spectrum administrative support in the District office including matters of a confidential nature while also performing various accounting duties as well as work as the Board secretary.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Follows and maintains knowledge of all District policy(ies) and procedures.
2. Performs general office duties including answering multi-line phones, directing calls and taking messages as appropriate, greeting the public, typing, copying, filing and sorting and handling incoming and outgoing mail.
3. Researches, creates, inputs, formats, organizes and edits relevant data as needed or requested and prepare in a usable format for Superintendent or his/her designees.
4. Provides administrative support to Superintendent and his/her designees including, but not limited to preparation of presentations, budget, minutes, tracking, calendar management, travel and room arrangements and correspondence to board of directors, staff and community.
5. Completes a high volume of computer work, using District computer programs, to input a high volume of data with speed and accuracy, including confidential data, in an environment with constant interruptions.
6. Prepares and submits printing orders.
7. Prepares correspondence and maintains logs for Courtesy Enrollments.
8. Processes and maintains logs for background checks.
9. Prepares materials for the Transportation and Maintenance departments, as needed.
10. Formats and maintains the school calendar under the direction of the Superintendent.
11. Maintains District website and updates, as needed.
12. Processes the free and reduced lunch program applications.
13. Collects and inputs student lunch money.
14. Prepares invoices for payment and inputs into computer system(s), ensuring accuracy.
15. Prints and assembles District checks for mailing and payment.
16. Prepares required registers and reports for Board approval.
17. Updates and maintains Board policy(ies) and manuals, ensuring accuracy and compliance.
18. Organizes and prepares materials needed for School Board and Board sub-committee meetings and takes minutes.
19. Prepares Web Surveys for school input data to ODE website.
20. Appropriately maintains and secures confidential records and inquiries.
21. Professionally represents the school and the District in interactions with parents, community, vendors, staff, and students.
22. Completes special projects as assigned by Superintendent.
23. Maintains appropriate certifications and training hours as required.
24. Complies with applicable District, state, local and federal laws, rules and regulations.
25. Attends work and Board meetings regularly and is punctual.
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MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Attends in-service trainings.
2. Attends staff meetings.
3. Troubleshoots office machinery (copy, fax, postage meter etc.) coordinating maintenance and supply inventory.
4. Serves on building and District committees and councils.
5. Coordinates travel and assists with other administrative needs, as required.
6. Assists other office staff as requested.

SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** Associate's degree (A.A.) or equivalent from two-year college or technical school or minimum three years of progressively responsible experience in executive support or equivalent combination of education, experience and/or training. Prior successful experience working in an accounting clerk position or in a school office/administration setting strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to multi-task and work with staff, students and parents.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students and other school staff. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, and percent and draw and interpret bar graphs.
- **Reasoning Ability:** Ability to apply and solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- **Computer Skills:** Knowledge of computer usage and ability to use database software, accounting, internet software, e-mail, word processing software. Ability to proficiently use

the following programs strongly preferred: Access, Infinite Visions, MS Outlook, MS Word, MS Excel and MS PowerPoint. Ability to type accurately and proficiently.

- **Other Skills and Abilities:** Ability to appropriately communicate with staff, students, parents, vendors and community. Ability to meet timelines and exercise good judgment while working in a dynamic environment.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District including meeting current highly qualified requirements under the reauthorized ESEA. Ability to obtain a valid CPR/First Aid card, Oregon Driver License, and bloodborne pathogen training.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is frequently required to stoop, kneel and crouch. The employee must regularly lift and/or move up to 15 pounds and occasionally up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment combines the standard office setting with standard office equipment including, (fax, copier, phone, computer, 10-key, etc.) with a standard school setting. The noise level in the work environment is usually low to moderate depending upon student population and activities.

<p>Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.</p>
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I have read and understand this job description.

Signature:

Date:
