



EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO
JOB DESCRIPTION

STATE SUPPORT TEAM REGION 11

ADMINISTRATIVE ASSISTANT (EXECUTIVE)

Minimum Qualifications:

- Associates degree or equivalent combination of training and work experience in education, business, management or closely related field
- Documentation of a clear criminal record in compliance with state statute
- Complies with drug-free workplace rules and Board policies
- Experience in fiscal accounting and budgeting and the ability to compute mathematical data accurately
- Congenial telephone etiquette and experience operating a multi-line system
- Ability to multi-task and demonstrate strong diplomacy skills
- Proficient in office protocol and the use of information technology systems
- Proficient in the use of computer software and maintenance of office records
- Proficient in data entry, spelling, proofreading and the correct use of grammar
- Strong organizational, planning and project management skills
- Experience in human resource management skills

Note: This assignment may require a valid driver's license and access/availability of a reliable vehicle. Employees must meet all prerequisite and ongoing qualifications to be covered by the service center's insurance carrier.

FLSA Classification: Non-Exempt

Reports To: Director

Job Objectives:

Performs fiscal, human resources, communications and data collection for the State Support Team

Responsibilities and Essential Functions:

"The following duties are representative of performance expectations; however, the list below is not ranked in order of importance."

- Performs administrative support that facilitates effective administrative operations
- Maintains a paper and electronic filing system that ensures the safe retention and efficient retrieval of office records

- Upholds Board policies and follows administrative guidelines and procedures
- Promotes a favorable image of the service center
- Supports community/school partnerships that enhance the service center's operational effectiveness
- Respects person privacy and maintains confidentiality of privileged information
- Answers and directs phone calls based on the nature of the inquiry
- Takes/delivers messages
- Manages calls efficiently to keep phone lines open
- Maintains an office calendar
- Schedules appointments as directed
- Acknowledges visitors, determines the reason for their visit, answers questions, verifies appointments and directs visitors to the appropriate person or office
- Keeps current with program, policy and procedure changes
- Keeps staff informed about relevant issues
- Refers inquiries requiring policy interpretation to administrative staff
- Uses a computer to prepare and process information (e.g., input, compile, tabulate, post, store, retrieve, scan, modify, print, etc.)
- Verifies the accuracy of database information as directed.
- Composes and types routine correspondence, memos, notes, forms, etc.
- Collects, compiles, edits and types statistical data and reports as directed
- Uses photocopying, duplicating equipment and computer printers to produce documents, fixes minor equipment malfunctions and contacts appropriate staff to schedule repairs as needed
- Process mail and faxes
- Types, duplicates, assembles and processes routine and special mailings
- Gathers information and types grant/foundation proposals as directed'
- Assists with committee assignments and/or special projects as directed
- Monitors and reorders office supplies to maintain reliable service levels
- Prepares purchase orders as directed and maintains procurement information (e.g., transmittal letters, contracts, confirmations, warrants, price agreements, etc.)
- Maintains forms related to administrative guidelines/procedures and program functions
- Keeps files and supplies properly stored to maintain an orderly office
- Periodically discards archived records as directed and in compliance with the records retention and disposal schedule adopted by the Board
- Keeps current with advances in office technology and updates office procedures accordingly
- Cross-trains with other support staff as directed and offers assistance when needed
- Participates in staff meetings and professional growth opportunities as directed
- Accepts personal responsibility for decisions and conduct

- Strives to develop rapport and serves as a positive role model for others
- Performs other specific job-related duties as directed by the Superintendent/designee

“Job performance is evaluated according to the policy provisions adopted by the Governing Board of the Educational Service Center of Central Ohio.”

Conduct:

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment with the ESC.

Terms of Employment:

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

It is the employee’s responsibility to maintain proper certification/licensure and to initiate the renewal process in sufficient time to receive the updated certificate/license prior to the expiration of the present certificate/license.

January 2020