

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM  
CLARKSVILLE, TENNESSEE  
JOB DESCRIPTION**

**Job Title:** Administrative Assistant II- Director's Office      **Department:** Director of Schools

**Grade**    F  
**H.P.D.**    8  
**D.P.Y.**    260

**Job Description**

**Date Reviewed:** September 2008

**Reports To:** Director of Schools and Chief Communications Officer

**Purpose of Job**

The purpose of this job is to provide support to the Executive Assistant to the Director of Schools, the office of Director of Schools, and the Communications Department.

**Essential Duties and Responsibilities**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

To provide a positive, helpful first point of contact for visitors to the office of Director of Schools.

To screen/redirect visitors to the office of Director of Schools.

To answer phone calls and appropriately screen and redirect and answer concerns.

Prepare purchase orders for Director's Office and Communications Department.

Monitor MUNIS accounts for Communications Department

Coordinate and prepare for meetings (all logistical arrangements).

Provide support for special events coordinated by Communications Department.

To notify various committee members of meetings.

To prepare appropriate meeting materials and distribute said materials e.g. agendas, support materials, audio/visual aids.

To order and maintain adequate office supplies.

To organize and maintain office filing materials.

To maintain, organize and update mailing lists.

To attend, record, and prepare minutes as necessary for School Board meetings in the absence of the Executive Assistant/Board Secretary.

To provide and prepare appropriate travel arrangements for the office of the Director and Communications Department as needed.

Clip and maintain file of education-related newspaper articles for the Communications Department.

May also assist other administrative staff with overflow work, including word processing and Internet research tasks.

### **Additional Job Functions**

Performs other duties as assigned.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

High School Diploma (or GED), computer competency with word-processing programs. The ability to do basic mathematical computations. Any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

### **KNOWLEDGE OF JOB**

Has general knowledge of the policies, procedures, and activities of the School System and practices as they pertain to the performance of duties relating to the job of Administrative Assistant II-Director's Office. Knows how to develop an administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to department operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, management, interpersonal, and

technical skills. Is able to use independent judgment and discretion in supervising subordinates, including handling of emergency situations, determining, and deciding upon procedures to be implemented, setting priorities to be implemented, maintaining standards, and resolving problems. Has the ability to comprehend, interpret and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers. Is able to read, understand and interpret financial reports and related materials.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED  
TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of office machines and equipment such as telephones, computers, calculator's copiers, printers, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of twenty to forty pounds.

**DATA CONCEPTION:** Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability of speaking and/or signaling people to convey or exchange administrative and technical information. Includes giving assignments and/or directions to co-workers or assistants.

**LANGUAGE ABILITY:** Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Administrative Assistant II-Director's Office. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

**INTELLIGENCE:** Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Administrative Assistant II-Director's Office.

**VERBAL APTITUDE:** Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually with equipment.

**MOTOR COORDINATION:** Requires the ability to coordinate hands and eyes in using automated office equipment.

**MANUAL DEXTERITY:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

**COLOR DISCRIMINATION:** Requires the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under moderate stress when confronted with an emergency related to the job of Administrative Assistant II-Director's Office.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

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**Employee's Signature**

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**Supervisor's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**