



JOB DESCRIPTION

Department: Office (NON-EXEMPT)	Job Title: Administrative Assistant
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Job Objective: Supporting the Director and financial systems and program within the CREC.

Reports to: Executive Director and Business Manager

Required Qualifications for Position:

- Minimum of high school degree or GED
- Two (2) years of office administrative support experience
- Working knowledge of applicable computer systems including word processing, and spreadsheet software.
- Effective communication skills, both verbal and written.
- Flexibility, organization, decision-making and problem-solving skills.
- Interpersonal skills, in person, in writing, and on the telephone, with diverse populations.

Major Job Responsibilities:

- Answers phones and greets clients at the door.
- Scans Payroll, Accounts Payable, and other general business documents on a regular basis; files W-9s
- Maintain office calendar of activities, meetings and plans various events.
- Logs and takes deposits to bank and mail to the post office weekly.
- Logs and date stamp all invoices; gives to purchasing for payment
- Maintains invoice tracker.
- Supports Program Coordinators with event activities.
- Maintains tracking of tests and distribution of protocols for related service providers after it is reviewed by program staff.
- Schedules and prepares the conference room for upcoming meetings by setting up the room with equipment and refreshments, issuing appropriate PRs, etc.
- Assist 4 state supported educational programs in records transfer from transferring LEAs through a systems approach.
- Set up for council meetings and maintain council notebook for audit purposes.
- Documents and monitors testing materials checkout,
- Orders/maintains supplies and materials for office.
- Assists with the purchase receiving of internal office orders by checking in the items/equipment and working with the requestor to verify all items were received and providing necessary paperwork to CPO.



- Will verify information as new IT equipment comes in and is logged on to the inventory tracker as an internal check and balance to the department.
- Maintain all office equipment (postage, copy, etc.) and initiate service calls on equipment when needed.
- Will receive, track, reconcile, and prepare all CREC employee travel per diem reimbursement requests for AP payment processing.
- Will put together all supply and material orders for the office and submit to the CPO for purchasing.
- Support the Director and other areas of purchasing and IT as needed.
- Provides overall clerical support to the office when needed.
- Other duties as assigned.

Additional Duties:

- Comply with administrative directives and regulations, Council policies, and local, state, and federal regulations.
- Safeguard confidentiality of privileged information.
- Maintain professional relationships and work cooperatively with employees, the community, and other professionals.
- Maintain professional competence through individual and district training, in-service educational activities, and appropriate self-selected professional growth activities.
- Meet deadlines and work on multiple projects.
- Attend staff meetings and conduct, as may be necessary, relevant training.
- Perform other tasks related to area of responsibility as requested or assigned by the supervisors.

Functional Profile: Persons assigned to this position must possess the ability to engage in certain physical tasks as part of their job duties. The following section identifies the nature and expected frequency of those tasks and is not intended to describe all job tasks in this position. Individual work assignments may vary from the representative tasks described herein.

R = Rarely (0 – 10%); **O** = Occasionally (11 – 33%); **F** = Frequently (34 – 66%); **C** = Constantly (67 – 100%)

Climbing

Frequency: **R**

Climbs stairs to enter and buildings where access ramps are not installed; climbs stairs at those schools which have bilevels.

Stooping, Kneeling, Crouching

Frequency: **O**

Stoops, kneels, or crouches to view items; retrieves materials from lower levels, etc.

Reaching Horizontally

Frequency: **C**



Reaches horizontally while performing desktop activities; while reaching for telephones, while reaching for materials; while using computers.

Lifting Frequency: C

Lifts books, files, folders, and other supplies, generally not exceeding five pounds.

Walking Frequency: O

Walks to offices and other district and school locations.

Standing Frequency: R

Stands while in hallways, offices, classrooms, construction and other areas, etc., while observing various district activities.

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Sitting Frequency: F

Sits while performing office duties, while attending conferences and meetings.

Carrying Frequency: O

Carries files, books, office supplies, generally in amounts not exceeding ten pounds.

Hearing Frequency: C

Listens to reports and other verbal information in meetings and conferences; during telephone calls, in face-to-face conversations.

Near Vision Frequency: F

Reads reports, files, books, and other documents; uses video display terminal at computer work stations.

Far Vision Frequency: R

Observes staff in all areas of district; observes activities in construction areas.

Work Environment:

Employees assigned to this position normally work in a temperature-controlled indoor school or office environment. This section includes descriptions of workplace conditions incumbents in this position may expect to experience. Work conditions may vary from these conditions due to specific job assignments.

Slippery or unstable floor surfaces Frequency: R

May walk on icy or wet surfaces outside buildings during inclement weather conditions.

Sharp tools, materials Frequency: R



May use paper cutters and scissors.

Computer workstations

Frequency: C

May use computer workstations to complete essential job tasks.

Driving Vehicle

Frequency: O

May be required to use personal vehicle from time-to-time to make daily deposits or run other misc. errands. Must maintain current/valid NM driver’s license and vehicle insurance as stipulated by state law.

This classification job description for **Administrative Assistant** is effective upon receipt. Personnel policies adopted by the CREC Council, and deemed appropriate for the position, shall be in effect. Salary amounts shall be set according to the adopted salary schedule. This job description may be revised at any time in response to district needs.

By my signature below, I affirm that: I have read the duties and requirements listed on this job description; I have been able to ask questions to clarify matters I do not understand, and I understand and accept them.

I have read, understand, and can perform the duties of this position with, or without reasonable accommodation.

I also agree to follow district safety rules and accident prevention procedures.

Employer

Employee

Date

Date

