

**TITLE**                      *Safe Schools/Healthy Student Grant  
Administrative Assistant to the Director  
(4-year grant beginning 2009-2010)*

**JOB SUMMARY**

Provides administrative support to a designated staff.

**DUTIES AND RESPONSIBILITIES**

- Performs typing and transcription duties as required.
- Establishes procedures that implement operational and/or fiscal policies.
- Interprets policies and procedures as established by director.
- Compiles data of operating unit programs, policies, and procedures.
- Drafts financial, statistical, narrative, and/or other reports as requested.
- Provides authoritative information that tends to establish precedents and which may commit a unit or superior to a policy or course of action.
- Arranges, participates in and implements, as directed, conferences and committee meetings.
- Coordinates and provides semi-professional service for staff meetings, board meetings, committees, etc.
- Performs related duties as assigned.
- Performs additional duties that may not be outlined in this job description.

**KNOWLEDGE/SKILLS/ABILITIES**

- Ability to perform difficult typing/word processing duties.
- Administrative ability.
- Supervisory ability.
- Five (5) years of clerical experience, three (3) of which must have included supervision, organization, coordination, and performance of duties at a responsible level.

**ADDITIONAL DESIRABLE QUALIFICATIONS**

- University graduation in business administration.
- Clerical and supervisory/administrative experience beyond minimum required.

This job description may not include all of the duties listed, nor do the examples necessarily include all of the duties performed.