



**POSITION DESCRIPTION
WACONIA PUBLIC SCHOOLS**

SECTION I: GENERAL INFORMATION

Position Title: Administrative Assistant-Activities	Department: Activities
Immediate Supervisor's Position Title: Activities Director	FLSA Status: Non-Exempt
	Classification Level: Administrative Assistant II/Grade 11

Job Summary:

Under the direction of the Activities Director, the Administrative Assistant-Activities is responsible for providing general administrative, secretarial and clerical support and assistance to the Director. Duties of the position include assisting in the scheduling of athletic/event workers; assisting in the registration of students for activities and maintenance of activity records/files; coordinating with building staff regarding early out announcements; prepares purchase orders and assists coaching and department personnel in purchasing functions; screens and assists parents, students and staff regarding activities procedures, events, calendars, registration, etc.

Essential duties outlined below are intended as “representative” or “illustrative” examples of the level, nature and decision making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides general office, secretarial and clerical support to the Director and staff.
 - a) Answers district phone lines and directs calls to appropriate departments/persons after determining the nature of the calls.
 - b) Provides information to the public concerning general questions of events, timelines and student questions.
 - c) Maintains and updates department files and records in accordance with department procedures and requirements.
 - d) Composes, letters, memorandum and creates, maintains, and/or updates spreadsheets.
 - e) Schedules meeting and reserves room for meetings.
 - f) Proofs and edits correspondence.
 - g) Prepares participation and awards reports. Prepares all end of season awards and recognition ceremonies.
- Assists the Director in coordinating home athletic events by scheduling event workers. Inform workers with times and assures events are properly staffed with events personnel for each event.
- Collaborates and works with internal staff and building personnel regarding early call outs, announcements, and scheduled activities within the department. Collaborates with coaches, parents, and booster groups to make arrangements for banquets or special events.



- Provides support and assistance to departmental coaching and staff with the purchasing and preparation of purchase orders for department supplies and equipment. Follows up on all invoices and purchases to assure proper authorization and receipt of materials/equipment ordered. Orders, distributes and maintains inventory of supplies.
- Assists the Activities Director in the preparation, calculation and tracking of the department budget.
- Schedules all transportation needed for the 7-12 activity program (i.e. practices, competitions, tournaments, special events).
- Performs registration activities and participation requirements including eligibility, fee collection, and student health information.
- Performs other duties of a comparable level or type, as required.
- Attends work regularly and punctually.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:	
Minimum Educational and Experience:	
Requires a minimum of one year additional schooling or specialized training beyond high school and at least 3 years of directly related administrative support, clerical and secretarial experience or an equivalent combination of education and experience sufficient to perform the essential duties of the job.	
LICENSE/ CERTIFICATION	Identify licenses/certification required upon hiring: None
ESSENTIAL KNOWLEDGE AND SKILLS REQUIRED TO PERFORM THE WORK	<p>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</p> <ul style="list-style-type: none"> ● Knowledge of general office procedures and practices. ● Knowledge of Activities programs. ● General District and building administrative policies and procedures. ● Knowledge and skilled in office etiquette and customer service procedures and routines. ● Knowledge of general record keeping maintenance routines to perform data/record maintenance in filing or recording data in hard copy or data filing systems. ● Fundamentals of computer operation and use. ● Familiarity with general office productivity software (i.e. word processing, spreadsheet, presentational software, email programs, etc.). <p>Skilled in:</p> <ul style="list-style-type: none"> ● Applying and using word processing applications, spreadsheet and database applications. ● Applying department and/or building specific procedures, policies, operational routines pertaining to assigned areas of responsibility.



- Organizing, planning and making arrangements for events personnel for all home events and for communicating departmental activities and events with building personnel for announcements, early call outs, etc.
- Maintaining, tracking and monitoring various departmental budgets and purchasing records.
- Implementing and maintaining departmental records, files, or lists.
- Customer service and human relation skills in assisting, dealing with and applying proper phone etiquette, judgment and discretion in provide and dealing with the staff, public and district personnel.
- Prioritizing job assignments and performing work assignments requiring attention to detail, precision and accuracy.



PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)

Physical Activities	Amount of Time Spent				Amount of Time Spent				
	None	1/3 Less	1/3 to 2/3	Over 2/3	Lifting/Forcing Exerting	None	1/3 Less	1/3 to 2/3	Over 2/3
Stand		X			Up to 10 lbs				X
Walk		X			Up to 25 lbs		X		
Sit				X	Up to 50 lbs	X			
Use hands to finger, handle or feel		X			Up to 100 lbs	X			
Reach with hands and arms		X			Over 100 lbs.	X			
Climb or balance	X								
Stoop, kneel, crouch or crawl		X							
Talk or hear			X						
Taste or smell	X								

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Light Work:

Exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

HAZARDOUS WORKING CONDITIONS: *The essential duties of the work are performed under various physical hazards or environmental conditions noted*

Unusual or hazardous working conditions related to performance of duties:

Duties are performed in a typical school/building/office setting where there are minimal environmental hazards and risks associated with performing the requirements of the job.

