**BLOOMINGTON DISTRICT #87**

 **Position Description**

**Job Title:** **Administrative Assistant III Job Grade: 10**

**Location/Dept: ESC/Operations**

**Reports To: Chief Financial & Legal Officer Date Prepared: Oct. 09**

**Job Summary:**

Under limited supervision, this position provides assistance and support to the Chief Financial & Legal Officer and other areas under the responsibility of the Operations Department. Independently performs a variety of tasks and implements directives on a day-to-day basis to assist in the efficient operation of the department.

**Job Duties:**

**\* = Essential Duties**

**\***Processes correspondence (often of confidential nature), answers telephone. Independently re-distributes and responds to mail, calls, or email/fax when possible. Provides a variety of travel and meeting related support to the Chief Financial & Legal Officer. Makes travel plans, including hotel and transportation arrangements. Maintains files of Board finance, audit and state reimbursement claims pertinent to the Operations area. Generates necessary documentation for legal hearings relative to property taxation complaints and objections. Provides overall general assistance to the Accounting Services Department, as requested.

\*Provides assistance and gathers information in several highly confidential areas. Has access to all student records, all District accounts, and legal files.

**\***Assists in the development of materials for and provides other support to the Chief Financial & Legal Officer and the Director of Accounting in the preparation of the precise filing of the legal budget, annual levy and audit. Coordinates with The Pantagraph to publish legal notices submitted by the District. Researches and provides information for special requests made by both the independent auditor and various state auditors. Maintains files for these activities.

\*Serves as a back up to Administrative Assistant IV in the Superintendent‘s Office.

\*Oversees contracts, equipment orders and issues with mailing machines at the ESC, BHS and BJHS.

\* Responsible for processing payment requests and purchase orders for the District, ie legal, insurance, auditing, BACC invoices, etc - including for some District-wide accounts used by individual schools.

**\***Coordinates with the Warehouse Receiving Clerk to assess needs and orders all warehouse school supplies. Analyzes completed supply requisitions and designates account numbers and dollar amounts to be debited by the Director of Accounting. Maintains inventory list of warehouse supplies and monitors supply levels. Replenishes, as needed.

**\***Independently collects, compiles and generates summary reports of enrollment and attendance information for the District which is used in claiming General State Aid and other miscellaneous reports. Must pull detailed student and attendance information from reports submitted from every school and calculate reimbursement totals. The claim exceeds $5 million in revenue for the District.

\*Opens/reviews and presents documents and recommendations concerning bids. Works with Unit 5 representatives so that bidding process is shared so that each district only has to oversee it on a bi-annual basis. After bidding decisions are complete, sends memos to all schools and responds to those vendors not selected.

**\***Responsible for communicating and maintaining files for all liability insurance claims, which have financial consequences. Composes letters to carrier and sends materials when a parent argues a claim. May also send letters to parents. Keeps all student accidents records for the District.

\*Coordinates and maintains several scholarships. Responsible for correspondence and communication with scholarship donors, the recipients and their parents. Processes tuition billings, book/supply reimbursement for payment to educational institutions or the students. Maintains balance information on each scholarship and coordinates with BHS guidance department on scholarship awards each year.

\*Independently gathers data related to the annual transportation claim and processes information in a timely manner. The claim exceeds $1 million in revenue for D87. Processes monthly transportation bills. Processes field trip bills on a weekly basis. Bills are reviewed for accuracy and data is gathered for the annual transportation claim for mileage and non-ridership.

\*Answers transportation related calls & inquires, forwarding to bus contractor as necessary. Types and disburses

transportation related correspondence to appropriate departments. Process transportation related mail.

\*Responsible for coordinating and reconciling the District Credit cards with a credit line of $500,000. Includes collecting information from several departments to process payment - such as receipts and account numbers. Processes orders for other departments and schools when the District credit card is the only form of payment accepted by certain vendors.

\*Responsible for preparing and submitting all credit applications for new vendors including updating information for current credit lines, for the District.

The above description covers the most significant duties performed, but does not exclude other occasional work assignments not mentioned, the inclusion of which would be in conformity with the skills and responsibility levels appropriate for this position.

**Minimum Requirements:**

High school and two years of post high school education in a specialized curriculum typically found in a college, junior college or secretarial school. Study would likely be in office administration or a related secretarial curriculum. Additional office or secretarial experience can be substituted for education.

Five additional years of experience in a similar position which included increasing responsibilities.

Advanced typing, bookkeeping, filing and PC skills. Experience in dealing with spreadsheet and word processing applications. Proven ability to work very accurately with numbers.

Strong project management skills, including personal initiative and ability to coordinate with others.

Excellent verbal and written communication skills.

Must be able to effectively deal with parents and other visitors who may be angry or difficult and/or other individuals who are in need of assistance. Patience and well developed interpersonal relations skills needed.

Strong organizational skills and ability to work with details and maintain accurate and thorough records.

Demonstrated success working in an environment with multiple priorities and some periods of high volume activity.

**Approvals:**

Reviewed and approved by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Supervisor)

Human Resources:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_