

SECTION 310-M ADMINISTRATIVE ASSISTANT TO THE ATHLETIC DIRECTOR

Job Description

QUALIFICATIONS:

1. High school diploma (additional related training desirable).
2. Organizational skills.
3. Language skills - Ability to read and comprehend instructions, correspondence and memos. Ability to read and interpret documents, such as general business periodicals, professional journals, equipment operating and maintenance instructions, and policy procedure manuals. Ability to write routine correspondence. Ability to speak effectively with parents, staff, students, vendors and the general public.
4. Mathematical skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply concepts of basic algebra.
5. Reasoning ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral and diagram form. Ability to deal with problems involving several concrete variables in standardized situations and where only limited standardization exists. Ability to define problems, collect data, establish facts, and draw valid conclusions.
6. Other skills and abilities: Ability to operate a personal computer and related software including word processing, spreadsheet and database programs. (e.g. MS Word, Excel, Google, the District student data base system and financial system, etc.). Ability to develop effective working relationships with students, staff, vendors, parents, administration and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to handle a multitude of responsibilities with minimal supervision.
7. Ability to assume responsibility, display initiative, and exercise good judgment.

REPORTS TO: Athletic Director

GENERAL RESPONSIBILITIES:

Performs administrative assistant responsibilities necessary to accomplish objectives established by the Athletic Director. Adapts to the variety of responsibilities. Presents a positive image in contacts with the parents, community and staff. Properly handle confidential matters relating to students, student records, parents, staff and any other school-related issues. Work hours include nights and weekends as athletic events require.

ESSENTIAL FUNCTIONS:

1. Handles routine correspondence, phone calls, and daily office management.
2. Sort and distribute Athletic department mail and correspondence.
3. Maintain accurate filing systems for the Athletic department.
4. Prepare correspondence for the Athletic Director.
5. Organize and maintain an efficient office.
6. Prepare schedules and programs for Athletic Director.
7. Update Wisconsin Interscholastic Athletic Association cards and school forms on each student.
8. Keep financial records of payment for officials and workers, entry fees, and tournaments.
9. Assist Director in budget management including placing orders, processing and disbursement, and inventory of materials and equipment.
10. Prepare cash boxes for all games where admission is charged and reconcile cash boxes after game.
11. Assist Director in hiring of officials and workers for athletic events.
12. Act as confidential assistant to Athletic Director
13. Schedule transportation for officials and event staff
14. Assist in preparation of reports and related departmental requirements
15. Responsible for bookkeeping functions for Athletic department accounts
16. Organize, manage and facilitate athletic awards
17. Respond to inquiries from coaches, teachers, students, and parents
18. Maintain current information and knowledge of school district operations.
19. Assist in maintaining faculty usage schedules including scheduling events, setting up events and billing for events when necessary.
20. Schedules usage of all school vans.
21. Maintain confidentiality and loyalty to employer.
22. Promote a positive image of the District at all times.
23. Ability to multi-task.
24. Public relations: Maintain up-to-date information on the District web pages, in the newspaper, and on the radio.
25. CPR/First Aid Certified.
26. Perform other responsibilities as assigned by the Athletic Director.

Physical Requirements

Incorporate within one or more of the essential functions of this position are the following essential physical requirements:

Ability to see for purposes of reading instructions, labels, and other printed matter and for safe operation of equipment.

Ability to hear and understand speech at normal levels in person and on the telephone.

Ability to communicate so others will be able to clearly understand a normal conversation in person and on the telephone.

Ability to operate a computer, typewriter, calculator, copy machine, telephone, and other office equipment with dexterity and in a safe and efficient manner.

Ability to routinely lift/carry office supplies and printed materials weighing up to 25 pounds.

May require maintaining physical condition necessary for sitting, walking or standing for prolonged periods of time.

Manual dexterity to operate a telephone and keyboard, lift horizontally and vertically, bend and stoop.

Tests may be administered to determine the extent to which an applicant meets the job description.