

**Waco Independent School District
JOB DESCRIPTION**

Job Title: Administrative Assistant - **Wage/Hour Status:** Non-exempt/At-Will
Communications, Marketing & Community Partnerships

Reports To: Director of Communications **Pay Grade/Days:** 204 / 226

Dept./School: Administration Building **Date Revised:** June 2016

Primary Purpose:

Manage and maintain an efficient and customer friendly office environment for the Department of Communications and Community Partnerships. Manage all aspects of accounting and financial record keeping. Maintain community databases for external communications and financial resources relating to Communications, Marketing, and Community Partnerships. Assist in providing financial accountability for the WISD Education Foundation.

Qualifications:

Education/Certification:

High School Diploma or GED, some college preferred
Advanced secretarial and computer training
Finance/accounting experience

Special Knowledge/Skills:

Knowledge of computer and accounting software applications
Advanced word processing, desktop publishing, spreadsheet, database skills, proof reading and file maintenance
Knowledge of accounting principals and practices
Proficient skills in typing, keyboarding, and file maintenance
Ability to use calculator (10-key by touch)
Advanced knowledge of QuickBooks (preferred)
Excellent organizational, communication, and interpersonal skills

Experience:

Three or more years as secretary in an administrative office environment
Two or more years working with non-profit entities (preferred)

Major Responsibilities and Duties:

1. Assist the Director of Communications in coordinating media relations and crisis situations as needed.
2. Perform routine office, secretarial, and clerical tasks including maintenance of a complex filing system.
3. Collect pertinent data and organize it into usable form, prepare memoranda, reports, agendas, requisitions, and other communications as directed.
4. Collect and input pertinent data of school and community partnership activities, research, and program evaluations.
5. Prepare data and packets for monthly meetings of district community boards.
6. Assist with training sessions and meetings for partnership and volunteer programs.
7. Organize and assist with recognition of businesses, employees, and individuals in partnership and volunteer programs.
8. Assist with maintenance of WISD-TV message board and website.
9. Assist the WISD Schools Alumni Association with notices, mailings, and meetings.
10. Maintain all accounting records/bookkeeping for Education Foundation, other accounts and special events, both checking and savings accounts for each, and prepare monthly and annual statements and reports for each.
11. Perform routine bookkeeping tasks to maintain department budget records. Responsible for data entry into system to manage department budgets. Prepare transfers as needed and directed.
12. Assure that all community contributions are deposited in appropriate funding account, maintain accurate records of all memorials and honorariums, monitors endowment fund for the Education Foundation.
13. Prepare and report required IRS records for non-profit organizations.
14. Maintain accurate records and coding of all fund drives, prepare reports, analysis, and statistics of each.
15. Maintain databases for Gifts, community, and staff for the development office, including databases on current status of all grants and fundraising efforts by the District.
16. Assist the external audit on preparing required IRS filing.
17. Prepare all correspondence required for external contributions.
18. Assist with the organization of special events for developments and community partnerships.

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19. Serve as assistant to the director, performing all duties and functions as assigned.
20. Perform routine bookkeeping tasks to maintain District Print Shop invoicing and records. Prepare print supply orders and transfers as needed and directed.

Equipment Used:

Use of Dell and Macintosh computers and related equipment, update software, typewriter, calculator, copiers, shredder, fax machines, and telephone.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Working in office environment with diverse community and media groups. Repetitive hand motions; prolonged use of computer. Administrative office environment; tight timeline pressures; hectic pace, working on several projects at once; working with diverse community groups. Frequent interruptions and occasional media/crisis situations.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

ACKNOWLEDGMENT

I have received a copy of this job description. I have read and understand the foregoing statements described in the primary purpose, major responsibilities, and working conditions for this position as outlined above.

Employee Signature

Date

Printed Name

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Non Discrimination Statement

The Waco Independent School District (District) as an equal opportunity educational provider and employer does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, or genetic information in educational programs or activities that it operates or in employment matters. The District is required by Title VI and Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, as well as Board policy not to discriminate in such a manner.

For information or complaints regarding compliance with the nondiscrimination requirements of Title IX, contact Waco ISD Assistant Superintendent of Human Resources and/or Waco ISD Coordinator of Student Management at 254-755-9410 and/or Waco ISD Director of Athletics at 254-745-2250. For information or complaints regarding compliance with the nondiscrimination requirements of Title VI and Title VII, as amended, contact Waco ISD Assistant Superintendent of Human Resources at 254-755-9410. For information or complaints regarding compliance with the nondiscrimination requirements of Section 504 or the Rehabilitation Act of 1973, as amended, contact Waco ISD Director of Special Education at 254-755-9431 or; P.O. Box 27, Waco, TX, 76703.