

# KYRENE SCHOOL DISTRICT, ARIZONA

## CLASS SPECIFICATION

### CLASS TITLE: Administrative Support Specialist

BAND	GRADE	SUBGRADE
B	2	2
<b>DEPARTMENT:</b> Administrative/Clerical	<b>ACCOUNTABLE TO:</b> Varies	<b>FLSA STATUS:</b> Non-exempt
<p><b>CLASS SUMMARY:</b></p> <p>Incumbents are responsible for performing duties of a specialized nature or serving as a lead to Administrative Support Technicians. Duties might include: assigning and monitoring the work of other staff; reading and interpreting policies and procedures to lower level staff; assisting in resolving complex problems in the office; creating camera-ready newsletters and publications using desktop publishing and graphics programs; reviewing contracts and requisitions to ensure they have appropriate codes and funds; assisting schools in preparing budgets; assisting in preparing planning documents; running and balancing general fixed asset reports; entering budget transfers and journal entries; preparing grant applications, proposals and amendments; tracking grant funds and expenditures; coordinating and orienting substitute teachers; compiling, maintaining and charting statistical data; reviewing and processing employment paperwork; calculating and processing employment contracts; identifying placement on the salary schedules; maintaining position control data; verifying the accuracy of system data; organizing field trips; background/telephone reference checks; analyzing background reports; managing information collected; good communication skills; maintains knowledge of Arizona State Statutes and attends workshops and seminars.</p>		
<p><b>DISTINGUISHING CHARACTERISTICS:</b></p> <p>The Administrative Support Specialist is the third level in a four level office support series. The Administrative Support Specialist is distinguished from the Administrative Support Technician in that the Administrative Support Specialist serves as either a lead for Administrative Support Technicians or performs specialized duties requiring specialized experience in their area of assignment. The Administrative Support Specialist is distinguished from the Administrative Coordinator, which provides confidential administrative support to either Assistant Superintendents or the Superintendent and requires independent operational decision making.</p>		

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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENC Y	BAND/ GRADE
1.	Provides clerical support to principal and other administrators by typing a variety of materials including confidential reports and correspondence, meeting agendas, memorandums, newsletters, forms, informational packets, memos, letters, bulletins, assessment tests, evaluations, handbooks, and minutes.	Daily	A1
2.	Works closely with architects, engineers, and general contractors to include reviewing contracts and requisitions to ensure appropriate codes and funds, coordinating the two-year warranty programs, coordinating bids, coordinating projects, and reviewing all close-out documents from contractors.	Daily	B2
3.	Maintains various files and master data bases to include information needed to license preschools, information needed for State inspections, official construction project files, and teacher data bases.	Daily	A1
4.	Monitors other employees to include reviewing and processing employment paperwork, overseeing work hours, assignments, and prioritizing workload.	Daily	A1
5.	Creates and produces camera-ready newsletters, maps, handbooks, brochures, flyers, audio visual materials, and miscellaneous publications using desktop publishing and graphics programs.	Daily	B2
6.	Reviews and approves performance contracts for payroll to include determining if proper funding code is used and funds are budgeted and available; maintains log for releasing payroll and accounts payable warrants for processing.	Daily	B2
7.	Sets up, updates, and modifies method for calculated benefits such as sick leave, vacation, comp time, and leaves.	Daily	A1
8.	Maintains school and club budgets by preparing worksheets for budget preparation, helping the principal determine school budget allocation, processing purchase requisitions, running and balancing general fixed asset reports, entering data for budget transfers and journal entries, running budget and financial activity reports, inspecting payroll reports, and budget balances.	Daily	B2

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9.	Facilitates employment processing to include preparing, distributing, and reviewing employment paperwork; calculating and processing employment contracts; identifying placement on the salary schedules; facilitating job vacancy postings; customizing, programming, and monitoring the computer system to meet the hiring needs of the District; coordinates and orients substitute teachers to include calling individuals for reference checks, reviewing new hire paperwork, processing employee terminations; maintaining position control data and verifying the accuracy of system data; provides pertinent information to HR Administration for further assessment of candidate's qualifications and suitability for employment; supports hiring administrators in obtaining high-quality telephone references; analyzing administrators' submitted references against applicants' prior work history; collecting and reviewing employee references and EEO forms	Daily	B2
10.	Oversees background checking process for all candidates for employment/volunteers, including submission of information to DPS and Universal Background, analyzing background reports received, and managing information collected; access on-line court records, as needed; supports hiring administrators by communicating effectively and providing accurate information about employee background checks; supports Employee Relations Supervisor in conducting background checks for employees in disciplinary process, as needed, and in communicating with applicants to obtain clarification or additional information on applications before they are activated.	Daily	B2

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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
11.	Answers telephones and greets community customers to include directing calls, taking messages, answering questions, and providing information; expedites resolution of concerns and complaints; and scheduling bus routes.	Daily	A1
12.	Oversees school office by providing training for new department employees, serving as an information resource for staff, opening the school's and the principal's mail, preparing daily signatures, reading files for the principal, preparing and distributing report cards, coordinating awards ceremonies, coordinating parent volunteer program, and coordinating all field trips.	Daily	B2
13.	Coordinates and maintains schedules to include Principal's daily calendar, Special Programs hiring interviews, conference registrations, homebound teachers, foreign language interpreters, calendar for Director of Construction, calendar for construction conference room, and various meetings.	Daily	B2
14.	Maintains supplies inventory and places orders from warehouse and outside vendors.	Daily	A1
15.	Compiles charts, reports, census data and maintains data such as for statistical assessment; develops and maintains District-wide inventory of assessment tests; prepares planning documents; prepares grant applications, proposals, amendments, and completion and statistical reports; and, assists in the planning and coordination of the operation of Career Ladder or enrollment activities.	Monthly/ Quarterly	B2
16.	Performs other duties of a similar nature or level.	As Required	N/B

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#### **Knowledge** (position requirements at entry):

Knowledge of:

- City ordinances and governing board policies;
- District policies and procedures;
- District and department objectives and methods;
- Grammar, punctuation, and spelling;
- Accounting fundamentals;
- Grant application completion procedures;
- School events and activities;
- Legal standards involved in the hiring of personnel and the posting of positions.

#### **Skills** (position requirements at entry):

Skill in:

- Computer, scanner, and accompanying software applications;
- Using office equipment including calculators, fax machines, telephones, copiers, typewriters, printers, Dictaphones, blueprinting machines, e-mail, pagers, laminators, check signer, and date/time stamps;
- Organizational and leadership skills; monitoring employees;
- Writing, editing, proofreading, layout, and formatting;
- Problem solving and analysis;
- Working well with the public; providing customer service and telephone etiquette;
- Bookkeeping to include use of addition, subtraction, multiplication, division, and percentages;
- Reading, interpreting, and communicating policies, procedures, and laws;
- Desktop publishing to include writing, formatting, and designing;
- Preparing statistical reports;
- Ability to maintain accurate knowledge of Arizona State Statues;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

#### **Training and Experience** (position requirements at entry):

High School Diploma or a General Equivalency Diploma (G.E.D.) and two years of specialized experience related to area of assignment, or Associates degree (A.S., A.A.) or two-year technical certificate in English/Journalism, Public Relations/Communications, desktop publishing, graphic design, computer and software, databases, Accounting, or related areas; or, any combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

#### **Licensing Requirements** (position requirements at entry):

None Required.

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**Physical Requirements:**

Positions in this class typically require: climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Incumbents may be subjected to fumes, odors, dusts, gases, and poor ventilation.

Sedentary Work: Exerting up to 10 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. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**Classification History:**

Draft prepared by Fox Lawson and Associates LLC (ARK)

Revised by Human Resources: 06/07