

**Roswell Independent School District  
Job Description**

**Job Title: ADMINISTRATIVE ASSISTANT TO THE ASSISTANT SUPERINTENDENT FOR FINANCIAL OPERATIONS**

**Reports To: ASSISTANT SUPERINTENDENT FOR FINANCIAL OPERATIONS**

**General Job Description:**

Under direct supervision, function as the secretary to the Assistant Superintendent for Financial Operations and act as receptionist to those coming in contact with the office.

**Essential Duties and Responsibilities:**

1. Assist the Assistant Superintendent for Financial Operations in the performance of day-to-day District business and operations duties.
2. Act as receptionist for the Business Office fielding calls, walk-in visitors and directing inquires to appropriate person/department.
3. Coordinate and schedule events and incoming communications including correspondence with vendors, staff and various other visitors.
4. Maintain calendar, appointments and events for supervisor.
5. Prepare business office reports and purchase orders.
6. Maintain accurate, secure and detailed records and files for retention.
7. Assist in preparation and coordination of presentations, including RISD School Board agendas and information items.
8. Knowledge of computer systems, including data bases, spreadsheets and word processing programs.
9. Personal and professional task management through the use of technology.
10. Maintain confidentiality with sensitive matters.
11. Be flexible and able to prioritize tasks.
12. Report to work on time and work no less than 7 hours per day.
13. Maintain accurate and detailed records.
14. Work independently with very little supervision.
15. May be required to perform other related functions/duties as assigned by your supervisor.

**Supervisory Responsibilities:**

None

**Qualifications:**

1. High School diploma or GED
2. Three years' experience in an administrative clerical position.

**Physical Requirements:**

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

**Safety and Health:**

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

**Equipment/Material Handled:**

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

**ADMINISTRATIVE ASSISTANT TO THE ASSISTANT SUPERINTENDENT FOR FINANCIAL OPERATIONS (CONT'D)**

**Work Environment:**

Must be able to work within various degrees of noise, and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. May make site visits when needed. May work under stressful conditions on occasion.

**Terms of Employment:**

Salary and work year to be established by the Board.

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**I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.**

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**Signature**

**Printed Name**

**Date**