

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE AD Administrative Assistant

QUALIFICATIONS

1. High school diploma.
2. Proficiency in using technology and social media.
3. Background knowledge in accounting.
4. Strong interpersonal communication skills.
5. Demonstrated critical thinking skills to help solve and address problems.
6. Ability to work independently and without instruction.
7. Possess positive telephone etiquette and public relations skills.
8. Interest and understanding of activities/athletics.

REPORTS TO Activities Director

JOB GOAL To assist in the administration of the district's activities and athletic events.

PERFORMANCE RESPONSIBILITIES

1. Responsible for managing finances of activity funds.
 - a. Prepares all financial reports for the activity fund and submits to the District Administration Center or state by established timelines.
 - b. Receipts are deposited on a daily basis.
 - c. Financial reports are verified by annual district audit.
 - d. Auditors' recommendations are complied with.
 - e. Receipts and expenditures are coded to proper accounts with the activity fund.
2. Responsible for managing purchasing for the activity funds.
 - a. Activity Director's approval is secured for all purchases.
 - b. All purchases are authorized through the online requisition process.
 - c. Invoices are matched with purchase orders and discrepancies resolved before payment is made.
3. Responsible for general office duties
 - a. Type and send all correspondence required by the Activities Director or his designee.
 - b. Order supplies for activities as needed.
 - c. Manage all district facility use schedules.
 - d. Transportation schedule for monthly activities is prepared and filed with the Director of Transportation according to the established timeline.
 - e. Coordinating programs and rosters for home events.
 - f. Prepare work and half-time entertainment schedules for pertinent activities according to established timelines.
 - g. Manage ticket takers and concession works for all events.
 - h. Manage, prepare, and print all certificates and awards for each season.

- i. Manage the production, sale and distribution of activity tickets for the district.
 - j. Manage outdoor electronic sign.
 - k. Send out weekly reminders and activity calendars to staff.
 - l. Manage and monitor district volunteers and volunteer programs.
 - m. RSchool management.
 - n. Manage district social media for activities and events.
 - o. Manage the organization of physicals, concussion forms, and any other paperwork required to participate in activities.
- 4. Responsible for assisting staff as deemed necessary.
 - 5. Other duties as assigned.

TERMS OF EMPLOYMENT Salary and work year to be established by the board.

EVALUATION Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Directors on July 13, 2020

Revised