

**SUN PRAIRIE AREA SCHOOL DISTRICT**  
SUN PRAIRIE, WISCONSIN 53590

Job Description

JOB TITLE: **ADMINISTRATIVE ASSISTANT- (*School Nutrition*)**

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<b>DEPARTMENT:</b>	Various	
<b>LOCATION:</b>	District Office	
<b>CLASSIFICATION:</b>	Administrative - 2	
<b>REPORTS TO:</b>	Director	
<b>PREPARED BY:</b>	Director of Human Resources	<b>Date:</b> September 2015

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**SUMMARY:** This position, under general supervision, provides administrative support to a Director in accordance with District policies, procedures, and guidelines.

Responsibilities include prioritizing and executing complex, competing tasks; ensuring smooth workflow; and assisting with the coordinating the operations of the department. This position reports to a Director of School Nutrition.

**ESSENTIAL RESPONSIBILITIES** included the following: *Other duties may be assigned.*

1. Work closely with the Director and department staff to prioritize department functions and plan schedules to meet deadlines, recommending action to improve standard operating procedure; Assists when and however necessary to accomplish department workloads; assists department team members with the completion of major projects as they arise.
2. Schedule and coordinate meetings, appointments, and special events for the Director. This includes compiling meeting materials, scheduling rooms, recording and preparing minutes, and following-up on future agenda and action items.
3. Answer, screen and prioritize internal and external visitor requests and/or phone calls referring inquiries to appropriate department staff as necessary or directly to the Director depending upon seriousness and/or urgency of the request; respond to general inquiries, complaints and requests for information; and assist in resolving issues and following up on them.
4. Coordinate the flow of communications from the Director; proofreads and edits communication to assure it meets the highest standards of language use, clarity and effectiveness; processes timely replies on own initiative (routine) or from the Director's dictation or notes; assures confidential handling of all information.

5. Coordinate and process travel arrangements including the preparation and processing of expense reports; prepare itinerary and trip files.
6. Monitor, reconcile and maintain the budget. Process requisitions, pay invoices, process staff development requests, order and maintain supplies and materials and approve appropriate expenditures.

**SUPERVISORY RESPONSIBILITIES:**

Oversees departmental workflow.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to eligible individuals with disabilities to perform the essential functions.

1. Advanced knowledge of office practices, procedures, and equipment.
2. Excellent spelling, punctuation, and English grammar skills.
3. Ability to compose correspondence and memorandums.
4. Ability to communicate effectively and sensitively both orally and in writing.
5. Excellent human relations skills to interact with all employees, students, parents business and industry executives, representatives from community agencies, and the public.
6. Skill and knowledge of word processing, spreadsheet, and presentations applications.
7. Aptitude for organization and detail.
8. Ability to work independently, prioritize work to meet schedules and timelines, and maintain composure under pressure.
9. Ability to exercise judgment in handling information of a highly sensitive and confidential nature with tact, diplomacy, and strict confidentiality.
10. Ability to analyze issues and problem-solve.

**EDUCATION and/or EXPERIENCE:**

High School Diploma or equivalent and three to five years of experience as an administrative assistant or in an executive support function.

**COMMUNICATION AND LANGUAGE SKILLS:** Ability to read and interpret documents such as district reporting forms, procedure manuals, and governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from diverse groups of administrators, school board members, staff, and the general public.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, divide, and calculate decimals and percents.

**ANALYTICAL AND REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, verbal, digital, or diagram form. Ability to define problems, collect data, establish facts, and draw valid conclusions and deal with problems involving several abstract and concrete variables.

**PHYSICAL ATTRIBUTES:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and talk or hear and operate a computer. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 20 pounds, such as boxes of paper. Specific vision abilities required by this job include close vision.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate, but can be disrupting at times. Position usually demands meeting deadlines with severe time constraints and multiple, constant interruptions.

**PHYSICAL REQUIREMENTS:**

Shall complete a physical examination as required by Wisconsin Statute 118.25.