

## **CITY OF AUGUSTA**

### **Department of Public Schools**

#### **JOB DESCRIPTION**

**TITLE:**                    **Administrative Assistant, Adult Education**

**REPORTS TO:**         **Director, Adult & Community Education**

**JOB GOAL:**            To assist in the efficient operation of the Augusta Adult and Community Education office through clerical and other support activities for office administration and center staff members.

**QUALIFICATIONS:**

1. Previous successful experience in an office setting
2. High School Diploma minimum. Associates Degree or higher preferred
3. Knowledge of general office procedures and use of office machines, Microsoft (Word, Excel, Access, etc.)
4. Ability to consistently display pleasant and effective communication skills with a variety of people
5. Ability to work within time deadlines and accurate attention to details a must
6. Successful Maine fingerprinting and background check

**PERFORMANCE RESPONSIBILITIES:**

1. Meets and interacts with students, employees and members of the public on a routine basis
2. Notifies instructors/students of course cancellations and postponements
3. Provides a variety of clerical duties to support the program's mission
4. Orders and sells textbooks, managing all associated fees , cost and refund accounts
5. Deposits payments from outside agencies for instructors' fees, room usage fees and refunds to appropriate accounts
6. Bills outside agencies for students enrolled in Adult Education through various agencies such as Vocational Rehabilitation, Displaced Homemakers, WEET, etc.
7. Establishes, maintains and monitors accurate, neat and efficient electronic and manual filing systems
8. Sorts and classifies incoming mail and other information for efficient disbursement to appropriate recipients

9. Prepares letters, memoranda, reports, bulletins, handbooks, questionnaires and other materials as directed
10. Maintains confidential information with complete security
11. Manages calendar and schedules Director's appointments
12. Gathers, prepares and distributes appropriate attendance information
13. Posts and prepares local and state budgets
14. Assists with emergency drills
15. Prepares and maintains employee time cards and other attendance records as required and ensures delivery to Central Office
16. Maintains an adequately stocked supply closet in a neat and orderly state sufficient to meet the needs of the program's mission
17. Completes annual state and federal reports
18. Processes purchase orders for contracted service providers and supplies
19. Prepares student transcripts
20. Schedules meetings and rooms
21. Performs other duties as assigned

**TERMS OF EMPLOYMENT:**

Non-represented position- up to 40 hours per week. Salary ranges \$16.00- \$24.00 per hour based on education and experience.

Evaluation: Performance for this position will be evaluated annually by the Director based on the role description and on goals established on a yearly basis.

***The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.***

- **External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions either unaided or with the assistance of reasonable accommodations to be determined by management on a case by case basis.**

Approved by: \_\_\_\_\_  
Superintendent of Schools

Date: \_\_\_\_\_