



**Kiamichi Technology Centers**

## **Administrative Assistant**

This position, contingent upon assignment, reports to the superintendent or program administrator, and is assigned responsibilities for providing high level administrative support for the district. This may include supervising an administrative or clerical unit and maintaining various complex and confidential records and preparing correspondence or other materials.

### **DUTIES & RESPONSIBILITIES:**

Duties & responsibilities are not all inclusive but may include the following:

- Prepare, distribute and post board agendas and relative appendages. Prepare and maintain records as mandated by the KTC Board of Education, Oklahoma Board of Nursing, the Oklahoma Department of Career & Technology Education and KTC policies.
- Initiates correspondence requiring knowledge of district and/or program procedures and policies.
- Develops and maintains confidential or complex files.
- Informs and/or explains policies and procedures to district employees and patrons.
- Prepares invoices and payments of claims, requisitions, purchase orders and other fiscal duties.
- Serve as communication and information manager for the administrative office; plan and schedule meetings and appointments; manage projects; conduct research; and disseminate information by using the telephone, mail service, Web sites and e-mail. This position may also coordinate travel and guest arrangements.
- Represents the district, superintendent, or program areas at meetings, conferences, or civic events.
- Coordinates various activities to include meetings and agendas.
- Interviews callers, arranges appointments, and handles office details.
- Enters and retrieves information using personal computer or other data processing equipment and receives and reviews documents; reviews data and makes routine corrections.
- Assume other duties, assignments and responsibilities as necessary and/or directed.

Incumbents should possess knowledge of the procedures and techniques of business communications, spelling, punctuation, business mathematics, modern office methods and procedures, maintenance of complex records and policies and procedures. The ability to handle confidential work, interpret and handle routine matters in accordance with policy and to follow oral and written instructions is required. This position must also possess the ability to work well with KTC faculty and staff, attend work regularly following a designated work schedule and must be able to work extended hours and additional days/evening as required by position responsibilities.

**Education and Experience:** Minimum requirements consist of a High School Diploma or GED. A bachelors degree with five (5) years experience working as an Administrative Assistant in public education, business and industry or another closely related field is preferred.

**SPECIAL REQUIREMENTS:** Incumbents must be willing and able to perform all job-related travel normally associated with this position. Some light lifting may be required.

Adopted: 11/13/2008