



Job Title: **District Administrative Assistant/Buyer**

Department: **District Offices**

Supervisor: **Director or Coordinator**

Lane Placement: **ESP Lane 10**

Schedule: **8 hrs / 242 days**      Evaluation Group: **JCES 11**

FLSA Classification: **Non - Exempt**

## **JOB DESCRIPTION**

Under the supervision of the director or coordinator, the District Administrative Assistant will assist the department and staff in daily departmental functions, maintains computer and other records, operates, and maintains office machines. The assistant will also support telephone calls, deliver messages and provide routine information and direction to staff and visitors. Full responsibility for the procurement of Textbooks, Media books and supplies, Periodicals, Testing Materials, Textbook Repair. Also oversees copier replacement and repair programs.

## **ESSENTIAL FUNCTIONS**

- Responsible for all procurement activities relating to: procurement of textbooks, media books and supplies, periodicals, testing materials, and textbook repair. Coordinate office staff.
- Oversee purchasing (PCARD) program. Provide training. Resolve issues.
- Maintains and monitors accuracy of computer and other records.
- Use computer software to generate reports, documents and other materials.
- Use computer to research and find needed information.
- Strong computer software skills (Excel, Access, PowerPoint, Outlook, Skyward).
- Skyward experience preferred.
- Fills out forms.
- Responsible for providing excellent customer service to staff, schools, and the Canyons School District patrons.
- Deal with people in a professional manner which shows sensitivity, tact, and professionalism.
- Acts as an information resource for the Department. Knowledge of State Procurement Code and District Rules mandatory.
- Communicate information and ideas clearly, and concisely, in writing: read and understand information presented in writing.
- Directs telephone calls and public.
- Replies in a timely manner to telephone, written and in-person requests for information.
- May use electronic equipment to communicate with department employees.
- Back up secretarial and staff as assigned.
- Ability to prioritize projects and meet deadlines while handling frequent interruptions.
- Maintains confidential information both written and oral.
- Participate in training sessions when assigned.
- Payroll experience.
- Predictable and reliable attendance.
- Other duties as assigned.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

- **Personnel Services Responsibilities**
  - Types and distributes memorandum.
  - Assists District personnel or the public requesting information in person.
  - Performs significant secretarial and coordinating functions for the department director (e.g. types correspondence, sets up appointments, maintains confidential records, assists with budget and payroll).
  - In a situation where support workload help is necessary, may act as the lead worker (e.g. assigning tasks, directing workflow to department secretaries and/or clerks).
  - Enters and retrieves computer data.
  - May provide support and technical assistance (some computer-related) to District personnel or directs calls to appropriate support staff.
  - Job requires exercise of judgment within policy guidelines and without supervisory approval (e.g. resolving personnel problems, ordering supplies, answering questions to alleviate supervisor's workload).
- **Accounting Responsibilities**
  - Responsible for entire department payroll. Checks, verifies all personnel payroll paperwork for all programs. Assist employees with payroll questions.
  - Assist in reconciling purchase card logs.
  - Assist in updating vendor information for accounts payable.
  - Open and distribute mail to all functions within the department.
- **Purchasing Responsibilities**
  - Performs various secretarial duties for the Director of Purchasing.
  - Acts as office liaison and resource to the Canyons District Board of Education, District and School Administrators, district and school staff, suppliers and constituents.
  - Assists department director in providing information pertaining to the public procurement and other related issues.
  - Directs the procurement of: Textbooks, Media books and supplies, Periodicals, Testing Materials, Textbook Repair.
  - Provides overall assistance with the coordination and management of District wide Purchasing Card program, extensive and complex in nature. Participates in related training and audits.
  - Assists in the development and training for all district personnel related to purchasing procedures.
  - Oversees the proper surplus and disposal of district textbooks.
  - Limited delegated signature authority. Assists in developing and monitoring department and program budgets.
  - Writing, drafting and processing data, documents, and reports.
  - Assists in arranging meetings, scheduling rooms and scheduling of attendees.
  - Develops staff meeting agendas.
  - Receives files and organizes documents.
  - Maintains confidential records.
  - Reviewing, researching, and interpreting data and other source material and documents.
  - Coordinates various projects and services as assigned.

**NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

**QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Requires High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- Must have strong computer knowledge. (Excel, Microsoft Word, PowerPoint and preferably Canyons District Systems).
- Requires clerical experience with demonstrated competence.
- Must demonstrate competence in reading, writing, speaking and basic math.
- Requires verified typing skill of 50 wpm.
- Requires ability to operate a variety of office machines.
- Requires some problem solving and exercise of judgment within present guidelines.
- Requires good interpersonal skills.
- Requires ability to organize work and materials and communicate orally and in writing
- School or Human Resources experience is preferred.

**NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.**

**PHYSICAL REQUIREMENTS---Not limited to the following**

All employees are required to participate in the District evaluation process.  
It is the employee's responsibility to review and adhere to all district policies and procedures.  
This information may be reviewed at [www.canyonsdistrict.org](http://www.canyonsdistrict.org)

ADA \_\_\_\_\_

HR \_\_\_\_\_

Effective date: 6/9/2020