



Department Assistant I

Job Overview

The job of the Department Assistant I was established for the purpose of providing a variety of standard administrative supports to assigned administrators and departments.

This is the first working-level job in the Department Assistant series. This job differs from Department Assistant II in that persons in this job may perform more general administrative work, track budgetary funds of smaller scope and complexity, and work under general supervision. Persons in this job may also contribute to or coordinate assigned projects and/or program components at a lesser scope, complexity and independence.

This job may report to various management roles across departments.

Job Functions

- Monitors a variety of activities (e.g. status of state curriculum guidelines on website, budget line expenditures, etc.) for the purpose of ensuring that financial practices are followed and in compliance with district policies.
- Contributes to or coordinates assigned projects and/or program components (e.g. arrangements for conferences and meetings, travel requirements, etc.) for the purpose of completing activities and/or delivering services in compliance with established guidelines.
- Compiles data for the purpose of preparing reports and/or processing requests. This may include payroll, human resources, budgeting, purchasing, informational technology, accounts payable and general support functions.
- Prepares and maintains a variety of manual and electronic documents files and records (e.g. department databases, calendars, work orders, time sheets, expense reimbursement requests, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Maintains inventory of supplies and materials (e.g. forms, office supplies, etc.) for the purpose of ensuring availability of items.
- Monitors a variety of activities (e.g. status of state curriculum guidelines on website, budget line expenditures, etc.) for the purpose of ensuring that financial practices are followed and in compliance with district policies.
- Prepares a variety of correspondence, reports and other materials (e.g. work orders, requisitions, supply orders, budget reports, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Responds to a wide variety of program-specific and district-general inquiries from a variety of internal and external parties for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Supports assigned department staff for the purpose of providing assistance with administrative functions.
- Attends informational in-service meetings for the purpose of conveying and/or gathering information required to perform functions.
- Completes a variety of department-specific functions tailored to meet the needs, requests, and tasks of that department to provide support in specific areas of the district.

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.



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Working Environment

This job is performed within a standard working environment.

Generally, the job requires 70% sitting, 20% walking, and 10% standing.

Physical Requirements: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity

Qualifications

Minimum experience: None.

Minimum education: High School Diploma or Equivalent.

The ideal candidate will have the following education, experience, skills, knowledge, abilities and/or competencies:

- Relevant working experience is preferred.
- Ability to apply business etiquette and customer service best practices when working with all external and internal customers, both verbally and in writing.
- Basic knowledge of Microsoft Office applications.
- Ability to communicate with diverse groups; maintain confidentiality; meet deadlines and schedules; set priorities; work with detailed information/data; and display adaptability/flexibility.

Required Testing:

None Specified

Continuing Education/Training:

None Specified

Required Certificates and/or Licenses:

None Specified

Clearances:

Criminal Justice Fingerprint/Background Clearance

FLSA Status:

Non Exempt

Employee Type:

Classified

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