

Department Assistant II

Job Overview

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

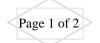
This is the second working-level job in the Department Assistant series. This job differs from Department Assistant I in that persons in this job may monitor large budgetary funds of significant scope and complexity or within multiple departments. This job may manage large or complex assigned projects and/or program components.

This job may report to various management roles across departments.

Job Functions

- Monitors budget activities of significant scope and complexity or within multiple departments for the purpose of ensuring that practices are followed and in compliance with district policies.
- Contributes to or coordinates projects and/or program components of the highest scope and complexity for the purpose of completing activities and/or delivering services in compliance with established guidelines.
- May manage large or complex projects or programs that require independent judgement and detailed knowledge of relevant state or federal rules and regulations.
- May develop and implement practices and procedures that affect assigned departments.
- 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 for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.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.
- 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.



1320 WEST MAIN STREET, SUITE 202 FRANKLIN, TN 37064

R 07/01/2020



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.
- Associates degree or higher in related field 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:	Required Certificates and/or Licenses:	FLSA Status:
None Specified	None Specified	Non Exempt
Continuing Education/Training:	Clearances:	Employee Type:
None Specified	Criminal Justice Fingerprint/Background Clearance	Classified

Pursuant to the Williamson County Board of Education's policy of non-discrimination, Williamson County Schools does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, sexual orientation, age, disability, or military services in its policies, or in the admission of, access to, treatment, or employment in its programs, services, or activities.

Page 2 of

