



## 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.

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### 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 for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.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.*



# Williamson County Schools

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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:**

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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