



The vision of the Arlington Public Schools is to be an equitable educational community where all learners feel a sense of belonging, experience growth and joy, and are empowered to shape their own futures and contribute to a better world.

ARLINGTON PUBLIC SCHOOLS
Arlington, MA 02476
JOB DESCRIPTION

POSITION: **Administrative Assistant, Office of Finance and Operations**

JOB GOALS: The Administrative Assistant for the Office of Finance and Operations for Arlington School Department has responsibility for providing administrative support to the Assistant Superintendent for Finance & Operations and Assistant Director of Finance in the Business Office.

MINIMUM QUALIFICATIONS:

1. Degree in any field from an accredited institution and/or relevant training or certification in office administration is preferred.
2. Three to five years of experience in administrative support or office administration

KNOWLEDGE, ABILITY AND SKILLS:

1. General knowledge of standard office procedures, including a variety of clerical and secretarial duties.
2. Proofreading skills for correcting grammar, punctuation, and spelling errors of typed material and for proper format, accuracy, and completeness.
3. Ability to use independently and stay current with a variety of computer applications, i.e. Microsoft Office, PowerSchool, Google Suite, and other software programs, and to navigate on line environments effectively with little supervision in a manner necessary to complete tasks assigned.
4. Ability to prioritize tasks and work assignments, particularly in fast-paced environments with frequent interruptions.
5. Capacity to maintain confidentiality of sensitive data and information.

PERFORMANCE RESPONSIBILITIES:

The essential functions and duties listed below are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related or a logical assignment to the position.

1. Perform routine administrative functions and other related duties as assigned by the Assistant Superintendent of Finance & Operations.
2. Assist community members or staff members with issues that do not require the Assistant Superintendent of Finance & Operation attention.
3. Maintain Assistant Superintendent of Finance and Operation schedule of appointments and make arrangements for conferences, interviews, and meetings.
4. Assist with setting up School Leaders Risk Insurance Annually.
5. Assist with Position Control Maintenance and Personnel Actions; Work with the Assistant Superintendent of Finance and Operations and Director of HR in maintaining and analyzing an employee database for ongoing analysis and projections for budgeting.
6. In collaboration with the Superintendent's office and Director of HR, maintain current and accurate lists of staff.
7. In collaboration with the Human Resources office and using relevant platforms, issue Personnel Action letters. Letters include but are not limited to new hires, changes, updates, leave of absences, and resignations.
8. Assist with posting reports and other documents on Arlington Public Schools platforms as needed; updates information on Arlington Public Schools Budget and Finance website as directed by Assistant Superintendent of Finance & Operations.
9. Review physical and electronic mail to help prioritize items that need to be addressed.
10. Prepare, review and proof-read correspondences, reports, surveys, presentations, budget book and other required reports as needed.
11. Assist with coordination and compilation of evidence for the Assistant Superintendent of Finance and Operations for the District Goals and Strategic Plan on an as-needed basis.
12. Assist with requisition entry and all Purchase Orders for Assistant Superintendent of Finance and Operations' office in absence Procurement Specialist.
13. Other duties as assigned by Assistant Superintendent of Finance and Operations, or Assistant Director of Finance in absence of Assistant Superintendent of Finance and Operations.

TERMS OF EMPLOYMENT: Full year Position.

REPORTS TO: Assistant Superintendent of Finance and Operations

SALARY & BENEFITS: \$65,000 to \$80,000

The Arlington Public Schools are committed to creating an inclusive and safe learning and working environment that reflects a diversity of perspectives, values, and experiences. We welcome staff who are aware of the role that bias and prejudice play in society, are creative and willing to try new approaches, and are reflective about their daily practice. We are looking for candidates who welcome a challenge, are eager to collaborate and contribute to the success of students, are ready to engage in two-way partnership with families, and who will contribute their diverse talents to the organization as a whole.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.