



PORTLAND PUBLIC SCHOOLS

Human Resources

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Administrative Assistant

BASIC FUNCTION

Under general supervision, provide administrative, secretarial and clerical support to an assigned administrator, office and/or activity; maintain confidentiality of records and information; research and prepare complex data, presentations and

messages; serve as a resource to others concerning policies and procedures and resolve issues as appropriate.

Compose, independently or from note or rough draft, a variety of materials including inter office communications, requisitions, forms, letters, contracts, special projects, legal documents and other materials; create and maintain project and confidential files.

Participate in and coordinate various routine and special projects for the administrator; track and monitor progress and workflow and adjust priorities to meet completion deadlines.

Coordinate, schedule and attend a variety of meetings; prepare and send out notices of meetings; maintain appointment calendars; collect and compile information for meetings, projects and workshops; prepare agenda items and back up materials; prepare charts and statistical information as needed; attend meetings; take, transcribe and distribute minutes.

Maintain a variety of complex records, lists and files including confidential materials; prepare purchase requisitions; prepare payroll; inventory, order, receive and distribute office supplies and materials.

Create and maintain a shared electronic filing system for storing ongoing department minutes and necessary documents.

Coordinate travel and conference arrangements for staff; prepare related forms and reimbursements.

Operate a variety of office equipment, computer and peripheral equipment to record information and generate lists, reports and other materials; utilize a variety of word processing, database, presentation, webpage, spreadsheet, internet, and other software.

Develop and implement office procedures to assure complete and timely operations and facilitate work flow.

Attend and participate in a variety of in service trainings and meetings.

May receive, open, sort, screen and distribute incoming mail and prepare bulk mailings.

May provide leadership, work direction and guidance to students and staff.

Perform related duties as assigned.

EDUCATION & EXPERIENCE

Minimum Qualifications:

Equivalent to completion of the twelfth grade, supplemented by college level course work in secretarial science, business administration, or a related field is required.

Five years of experience as an executive level or equivalent administrative assistant/secretary or five years of experience in a secretarial or clerical position with Portland Public Schools, including demonstrated proficiency with word processing software is required. Lead or supervisory experience, Microsoft Office Suite, web page design and PeopleSoft or similar database software experience is highly desirable.

An Associate of Arts/Science degree in secretarial science, business administration or related field will substitute for two (2) years of the required Experience.

Any other combination of education and experience that would likely provide the required knowledge and abilities may be considered.

Bachelor's Degree

Minimum of three years of experience working in a position requiring collaboration, partnership and experience

Oregon driver's license.

WORKING CONDITIONS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

Work Environment: Work is performed primarily in a standard office environment.

Hazards: Potential conflict situations.

Physical Demands: Primary functions require sufficient physical ability and mobility to work in an office setting; dexterity of hands and fingers to operate a computer keyboard and other office equipment; sitting or standing for extended periods of time; kneeling, bending at the waist, reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting, pushing, pulling and carrying office equipment, supplies and materials weighing up to 25 pounds; repetitive hand movement and fine coordination to use a computer keyboard; hearing and speaking to exchange information in person or on the telephone; seeing to read, prepare and assure the accuracy of documents.

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