



**Job Title:** Administrative Assistant III, Plant Operations

**Department:** Plant Operations  
**Reports To:** Plant Operations Director  
**Grade:** CA-09  
**Number of Days:** 12 Months  
**Security Access:** Maintenance  
**Current Date:** June 18, 2015  
**Overtime Status:** Non-Exempt

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**Position Summary:** Responsible for all administrative functions relative to the Plant Operation departments; responsible for duties which encompass payroll functions and benefits; responsible for various accounting functions; responsible for data entry functions; and assisting the Plant Operation Director as needed.

**Qualifications/Job Requirements:**

**Education:**

- High school diploma or General Education Development certificate/diploma.

**Specialized Knowledge, Licenses, etc:**

- Computer skills including Outlook, Excel, Word, PowerPoint and Publisher.

**Experience:**

- Minimum of 5-10 years job experience with customer service a plus.

**Specific Training/Skills:**

- Computer and Typing skills.
- Good communication and organizational skills necessary.
- The ability to compose letters and correspondence using proper grammar and punctuation.
- Experience in Munis, InSite, Breeze, KRONOS and all Microsoft Programs.

**Other:**

- Ability to deal effectively and courteously with all members of the community and school district.
- Manage multiple tasks efficiently and effectively in stressful situations.
- Must be a self-starter, highly motivated, and have a positive attitude.
- The ability to plan and coordinate work to complete assignments without direct supervision is a must.

**Customer Contacts (Internal and External):**

Internal: Principals, School Staff, District Administrators, Directors, Supervisors, Custodians, Forepersons and Shop Employees.

External: Vendors, Contractors and Community.

**Essential Job Functions:**

- Receive and screen callers in a professional, polite and tactful manner; give assistance on the operations of the office; refer callers to other employes, officials or departments as needed.
- Will include, but not limited to: the tracking attendance and payroll for approximately (350) staff members, both monthly and hourly.
- Completion of new hire paper work & personnel transmittals.
- Reporting of work compensation claims.
- Will be responsible for written reports and correspondence as well as writing Board Agenda items.
- Perform other tasks or services consistent with this position.
- Other duties as assigned.

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