



Job Title: Executive Administrative Assistant

Department: Varies
Reports To: Varies
Grade: CA-15
Number of Days: 12 Months
Security Access: ESC
Current Date: June 9, 2016
Overtime Status: Non-exempt

Job Objective: Provide high-level administrative support by conducting research, preparing District reports, handling information requests, managing the executive office(s) and performing clerical functions such as invoicing and purchasing, preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings/agendas.

Minimum Qualifications:

- **Education:** High school diploma or equivalent required. Additional certification/training preferred.
- **Experience:** Five years office/secretarial experience.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Provide clerical services related to budget management of school programs/departments/accounting funds.
- Field information requests from the ESC and schools.
- Plan meetings, invite attendees, and draft agendas.
- Organize and file confidential payroll/personnel information.
- Process requisitions for travel, supplies, and equipment through the efficient usage of the Munis system.
- Facilitate internal and external audits.
- Maintain Administrators' calendars and ensure timely attendance of meetings.
- Interface with the Munis, NOVOS, and FACET systems.
- Other duties as assigned by Administrators.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Excellent written and verbal communication skills.

- Give full attention to what other people are saying, take time to understand the points being made, and ask questions as appropriate.
- Time management skills.
- Knowledge of Microsoft Word and Excel.
- A positive attitude and ability to work harmoniously with other employees.
- Must be a self-starter and willing to learn new duties.
- The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- The ability to apply general rules to specific problems to produce answers that make sense.
- The ability to tell when something is wrong or is likely to go wrong.

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Be able to sit for long periods of time without a break.
- Coordinate meetings in-person or via conference call.
- Frequent use of electronic mail.
- Accidents improbable outside of minor injuries, such as cuts, scrapes, or bruises.
- No exposure to chemical or health hazards.
- Primarily require working indoors in environmentally controlled conditions.
- Normal effort or occasional periods of light physical activity.

Tulsa Public Schools is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, sexual orientation, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.