



Job Title: Executive Administrative Assistant, Support Services

Department: Information and Operations
Reports To: Chief Information and Operations Officer
Grade: CA-15
Number of Days: 12 Months
Security Access: ESC
Current Date: June 18, 2015
Overtime Status: Non-Exempt

Position Summary:

- Provide high level administrative assistance to the Chief Information and Operations Officer in the efficient management of District duties and responsibilities, maintaining confidentiality in school/business matters.
- Assume responsibility without direct supervision.
- Exercise initiative and good judgment in making decisions regarding situations as they arise.
- Maintain CIOO's calendar, interface with Munis, NOVUS and FACET systems as well as performing other duties as assigned by the CIOO.

Minimum Qualifications:

- High school diploma required; Bachelor of Arts or Science preferred.
- At least five years of experience providing administrative support to executive level management.
- Ability to handle highly confidential, sensitive information.
- Ability to multitask in a busy and often dynamic environment.

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.

- Compile, proof, edit weekly division Activity Report, Leadership Team Packet memos.
- Attend and take and compile minutes for Operations/Facilities and Surplus Property Subcommittee Meeting.
- Route City of Tulsa documents to appropriate parties; proof, edit and submit in NOVUS agenda items.
- Assist in compiling, proofing, editing the Operations Department Services Portfolio.
- Assist in compiling, proofing, editing Division Strategic Plan.
- Work closely with vendor for TPS general liability, property, fire and extended coverage on buildings and contents, blanket coverage for District employees, business travel accident and bonds insurance.
- Assist six directors in division with various projects, contracts, etc.

- Support and maintain Chief Information and Operations Officer calendar.
- Perform day to day administrative duties as well as duties assigned by CIOO.

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.
- Excellent time management skills.
- Positive attitude and ability to work well with other employees.
- Proficient in Microsoft Word, Excel and email.
- Ability to write/edit reports, memos, and other documents.
- Handle incoming phone calls, take messages, refer callers to appropriate offices.
- Ability to be a self-starter and learn new skills.
- Ability to apply general rules to specific problems for a positive outcome.

Supervisory Responsibility:

- Position does not directly supervise any individuals.

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

- Working at a desk and computer in environmentally controlled conditions.
- Possible light physical activity.
- Routine office environment.

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