

# Wachusett Regional School District

## CENTRAL OFFICE

### JOB DESCRIPTION

#### **TITLE:**

Administrative Assistant – Business Manager

#### **QUALIFICATIONS:**

The Administrative Assistant shall possess a Bachelor's Degree or equivalent and at least three years of experience in an administrative/business/financial management position or other related field. The Administrative Assistant shall possess particular experience in the areas of office systems and procedures, computer literacy, procurement, contracts, including authorship of bid specifications, and purchasing, and public school transportation administration. The Administrative Assistant shall possess other qualities of academic, professional, and personal experience that the Superintendent may specify.

#### **REPORTS TO:**

Business Manager

#### **PERFORMANCE EVALUATION:**

The Administrative Assistant shall be evaluated annually, in narrative form, based on the goals and objectives determined by the Business Manager and the Administrative Assistant.

#### **REPRESENTATION STATUS:**

Un-represented Staff

#### **WORK STATUS:**

Work year shall be full year.

#### **JOB RESPONSIBILITIES:**

The Administrative Assistant is a member of the District's Executive Support Staff. As a member of the Executive Support Staff, he/she shall assist

members of the Executive Staff in providing leadership for the School District, represent the Business Manager as appropriate at official school and community functions, inform the Business Manager of changes in trends, laws, rules, or regulations in his/her areas of expertise, and provide reports to the Business Manager of his/her activities, as requested. The Administrative Assistant in conjunction with the Business Manager shall develop annual job goals that will become part of the criteria used to evaluate the Administrative Assistant.

In carrying out these responsibilities, the Administrative Assistant – Business Manager shall:

1. Assist the Business Manager in the direction of the business affairs of the District, including the areas of procurement and contracts, transportation, liability and other insurance (non-health) programs, facility and building operations;
2. Assist the designated chief procurement officer for the District (Business Manager or other designee). In this role, coordinate all competitive bidding and requests for proposals and/or interest, draft invitation for bids or requests, advertisements, mailings to vendors, schedule and conduct bid openings, analysis of bids, draft specifications and review specifications when necessary and appropriate, and other purchasing functions for the District, at the direction of the Business Manager;
3. Assist the Business Manager in the administration of contracts for all District goods and services including drafts of contracts when necessary and appropriate, and maintaining records of contracts.
4. Assist the Business Manager in the management of the school bus transportation program, including but not limited to oversight of the transportation software system, maintaining and updating student database, processing, printing and mailing bus notices, mailing of all school bus lists and routes, handling of parent calls regarding regular education bussing, preparation of bus passes, and communications with District's private transportation vendors;
5. Assist the Business Manager in the administrative oversight of the management of facilities and other buildings and grounds activities as necessary, including licenses and permits;
6. Maintain the Central Office security/alarm system including entering individuals, modifications and service calls for system maintenance:

7. Produce security badges for parents, volunteers, contractors, substitutes and student teachers:
8. Supervise and direct the maintenance of necessary records, that may include contracts, financial accounts, budgets, audits, purchasing, federal, state and local reports; and
9. Conduct other staff duties, functions and responsibilities as directed by the Business Manager, including attending meetings as requested or required by the Superintendent or the Business Manager.

Updated: 08/21/02

Updated: 10/25/05

Update: 07/17/07

Approved by:

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Thomas G. Pandiscio, Ed.D., Superintendent of Schools

Date: 07/17/07