



## **Flour Bluff Independent School District Job Description**

**JOB TITLE:** Administrative Assistant to Police, Truancy, Safety & Security

**WAGE/HOUR STATUS:** Nonexempt

**NUMBER OF DAYS:** 227

**REPORTS TO:** Chief of Police

**DATE REVISED:** 12/06

### **PRIMARY PURPOSE:**

- The role of the Police, Truancy, Safety, and Security Administrative Assistant is to work under minimum supervision to provide advanced clerical services to the cabinet-level administrator assigned. Handle confidential information and engage in frequent contact with all levels of district employees, outside agencies, and the public. Receive emergency and non-emergency calls and reports, monitor video surveillance systems, and dispatch personnel according to district procedures. Relay information based on the nature and urgency of the situation and respond appropriately to situations that may develop.

### **QUALIFICATIONS:**

- High School Diploma or G.E.D.

### **SPECIAL KNOWLEDGE/SKILLS:**

- Knowledge of school district organization, operations, and administrative policies
- Ability to read and comprehend instructions, correspondence, and memos.
- Ability to make independent decisions regarding planning, organizing, and scheduling.
- Excellent public relations, organization, communication, and interpersonal skills
- Ability to use software to develop spreadsheets and perform data analysis.
- Ability to multi-task numerous complex administrative activities
- Effective telephone and communication skills

- Ability to receive and give verbal instructions clearly and effectively.
- Ability to concentrate on a task and remain alert during long periods of routine activity.
- Ability to perform multiple tasks simultaneously, make quick decisions, and apply established general parameters to situations.
- Ability to read and interpret documents, including safety rules, operating and maintenance instructions, and procedures manuals.
- Proficient map reading skills.

### **MAJOR RESPONSIBILITIES AND DUTIES:**

1. Prepare correspondence, forms, manuals, reports, presentations, and other documents for the administrator assigned.
2. Schedule appointments and maintain the administrator's calendar.
3. Set up meetings including reserving the venue, preparing materials, and arranging for refreshments and catering as needed.
4. Make travel arrangements including making hotel reservations and turning in conference registration forms.

### **Reception and Phones**

5. Answer incoming calls and greet visitors. Respond to routine inquiries from the public and staff and refer appropriate inquiries or problems to (cabinet-level administrators) or other administrators.

### **Policy, Reports, and Correspondence**

6. Compile pertinent data used to prepare various required state and local reports.
7. Prepare purchase orders and payment authorizations as directed.
8. Compile, maintain, and file all reports, records, and other documents as required.

### **Other**

9. Comply with policies established by federal and state laws and regulations, and local board policy.
10. Maintain confidentiality.
11. Follow district safety protocols and emergency procedures.
12. Maintain continuous radio contact with police and security officers.
13. Relay information and messages to and from emergency sites, departments, outside agencies, and to all others requiring notification.
14. Calm distressed citizens on the phone.

15. Notify other departments of needed support services under established procedures or instructions of supervisors.
16. Monitor district/campus activity using video surveillance equipment and alarm systems to detect emergencies.
17. Coordinate with other enforcement agencies or departments to obtain additional help as needed.
18. Notify maintenance personnel of after-hours system alarms.
19. Perform other duties as assigned.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:**

Standard office equipment including personal computer and peripherals

**Posture:**

Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:**

Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

**Lifting:**

Occasional light lifting and carrying (less than 15 pounds)

**Environment:**

May work prolonged or irregular hours

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

**The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.**