

Description - External



Asst Admin

Job Code: 87020

Job Family/Function: 12 - Non-exempt Office and Administrative Support/Administrative

FLSA: Non-Exempt

Grade Ladder: MNPS Support Hourly

Pay Grade: MNPS.SCH009-H

Duration (days/year): 260

Locations(s): Support Hub

We Are Team MNPS

Metro Schools is one of the largest and most diverse school districts in the United States. Our teachers and staff educate more than 80,000 students in Metro Nashville-Davidson County, preparing them to excel in higher education, work, and life. Our district implements some of the most innovative reform strategies in the nation. We seek to partner with highly effective, engaging teachers, teacher leaders and support staff with a passion for urban education and a go-getter spirit as we strive to become the highest-performing urban district in the nation. Whether you are a teacher, an administrator, or a potential support staff employee, if you want to make a difference, we want to hear from you.

Job Summary

Apply secretarial science techniques to assist an executive in the management of time and in the handling of administrative detail so that the executive may be more effective and efficient in action. Possesses a mastery of office skills, demonstrates the ability to assume responsibility and judgment and makes decisions within the scope of assigned authority.

What you will do

- Possesses advanced proficiency of computer and office skills, demonstrates the ability to assume responsibility without direct supervision; exercises initiative and judgment and makes decisions within the scope of assigned authority.
- Reviews and distributes mail, independently composes correspondence concerning routine matters and mails same, keeping supervisor informed of such; organizes and updates filing; maintains and organizes office supply

inventory; records and maintains agenda for meetings of the Board; develops and manages budget accounts for Division. Compiles, documents, processes and verifies payroll. May keep track of leave time for employees and all mileage reimbursement for itinerant staff.

- Screens and directs calls and visitors; answers questions as appropriate in order to relieve executive of details; listens, advises and communicates with disgruntled individuals on a regular basis that involves discussing Board policies.
- Routinely arranges and monitors appointment calendar for executive and team, arranging meetings and meeting calendars in coordination with all stakeholders; prepares for meetings by routinely gathering and ordering materials necessary for proper conduct of meeting.
- Completes various detailed reports for Local, State and Federal Government offices.
- Maintains scheduling and event calendars. Schedules and confirms appointments for clients, customers, or supervisors.
- Performs various office and administrative tasks like data entry and copying; assists co-workers as required to ensure efficient office management. Maintain organization of files and databases and prepare documents.
- Prepares and processes department specific documentation, including letters and other documents.

Additional Requirements

- May be required to assist with payroll processing functions such as reviewing and correcting timekeeping records.
- May be required to respond to employee inquiries regarding policies, procedures, and programs, providing accurate information and guidance.
- May be required to assist with department specific tasks, such as answering phones, in-person inquiries, preparing and reviewing letters and correspondence related to complaints.

Education Qualifications

- High School Diploma or GED Required

Experience Qualifications

- Five years' directly applicable experience working in a high volume office Required
- Relevant experience applicable to department assigned is strongly Preferred

Skills and Abilities

- Strong organizational skills, attention to detail, time management, and excellent verbal and written communication skills.

- Proficiency with MS Office, MS Teams, Timekeeping System (Oracle), and an electronic record-keeping system.
- Self-starter, ability to multitask with competing deadlines, and ability to anticipate departmental needs and staff.
- Ability to maintain confidentiality of information is a must.
- Relevant knowledge applicable to department assigned is strongly preferred

Equivalency

Starting At: \$23.84