

SECTION I: GENERAL INFORMATION

Classification Title: Office Assistant	Department: Community Education	Unit: Unaffiliated
Immediate Supervisor: Community Education Manager – Adult Programs/Facilities	Grade Placement:	FLSA Status: Non-exempt
<p>Job Summary:</p> <p>Under the direction of the Community Education Manager, the Office Assistant is responsible for providing a variety of clerical and secretarial support functions pertaining to registering the public in a variety of adult and youth enrichment classes, programs and/or activities and for maintaining the registration database; performing general bookkeeping duties associated with billing and recording payments for program activities/classes; collecting and depositing payments; and for providing participant lists/rosters for departmental staff.</p> <p>Essential duties outlined below are intended as “representative” examples of the level, nature and decision making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification. A classification description, unlike job description or position description, is designed to capture the general expectations, complexity level, and nature of work of any position that may be allocated to this classification.</p>		

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Registers the public for a wide variety of community adult enrichment, youth enrichment or recreational activities for the department.
 - Handles registration requests in person, by phone or mail.
 - Enters all registration information in the department’s registration database.
2. Conducts and performs various bookkeeping and accounting responsibilities for the department. Duties include but are not limited to:
 - Enters payments for the courier into the database.
 - Bills outside jobs and records payments for the courier.
 - Collects payments and prepares deposits for all adult enrichment classes or courier.
3. Performs general office clerical support functions, as needed.
 - Places participants on teams and prepares rosters for Youth Recreation.
 - Communicates with youth coaches regarding requests for information, needs, or related issues.
4. Performs other duties of a comparable level or type, as required.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma		Major field of study or degree emphasis:
x	High school diploma or GED.		
	1 year college	2 years college	
	3 years college	4 years college	
	1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:
	2nd year graduate level		
			<ul style="list-style-type: none"> • Knowledge of district administrative policies and procedures. • Fundamentals of computer operation and business productivity software including specialized District software/applications relevant to the district. • Basic fundamentals of bookkeeping in accounting in handling departmental related to processing billing, payments and preparation of deposits in accordance with department/district practices. • Fundamentals of customer service, business etiquette and general office and recordkeeping procedures/requirements.. • Knowledge of general record keeping maintenance routines to perform data/record maintenance in filing or recording data in hard copy or data filing systems. • Knowledge of department registration activities, procedures, and database maintenance activities.
LICENSE/ CERTIFICATION		Identify licenses/certification required: A valid MN Driver's License or evidence of equivalent mobility.	
Required Work Experience in Addition to Formal Education/Training: No previous experience required.			
ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK		Skilled in: <ul style="list-style-type: none"> • Customer service, business etiquette, and human relation. • Communication and writing skills. • Basic accounting/bookkeeping pertaining to billing, receipting and depositing of fees for departmental classes/offerings. • Establishing and maintaining department records and files. • Using and applying customized business applications and office productivity software. • Performing duties requiring attention to detail, precision and accuracy. • Maintaining and updating registration and participant files and records. 	

PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)									
Amount of Time Spent					Amount of Time Spent				
Physical Activities	None	1/3 Less	1/3 to 2/3	Over 2/3	Lifting/Forcing Exerting	None	1/3 Less	1/3 to 2/3	Over 2/3
Stand		X			Up to 10 lbs			X	
Walk		X			Up to 25 lbs		X		
Sit			X		Up to 50 lbs	X			
Use hands to finger, handle or feel			X		Up to 100 lbs	X			
Reach with hands and arms		X			Over 100 lbs.	X			
Climb or balance	X								
Stoop, kneel, crouch or crawl		X							
Talk or hear				X					
Taste or smell	X								
PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities									
Physical requirements associated with the position can be best summarized as follows:									
Light Work:									
Exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.									
HAZARDOUS WORKING CONDITIONS	Unusual or hazardous working conditions related to performance of duties: Duties are performed in a typical school district office setting. There are minimal environmental hazards and risks associated with the nature of the work.								

SECTION IV: DISTRICT MISSION AND CORE VALUES

<p>OUR MISSION</p>	<p><i>Our mission is to equip all students with the knowledge and skills to empower them to achieve their dreams and full potential while becoming responsible citizens in a dynamic world</i></p>
<p>CORE VALUES</p>	<p>We believe that:</p> <ul style="list-style-type: none"> • Trust and respect are fundamental for thriving relationships. • Our community flourishes when individuals, families and organizations collaborate. • Every person matters and has value. • Responsibility and accountability are essential for personal growth, organizational improvement and community engagement. • Commitment to high expectations is essential to help achieve full individual and collective potential.
<p>MISSION OUTCOMES</p>	<p>By 2020, all students will...</p> <ul style="list-style-type: none"> • Develop a personalized education path they can articulate and use to progress toward their evolving dreams. • Identify and choose positive ways they can take active ownership in their community while recognizing its diversity.
<p>STRATEGIES</p>	<p>We will...</p> <ul style="list-style-type: none"> • Ensure that every employee understands, supports and promotes our core values and mission. • Build trust and facilitate engagement with all ISD 15 stakeholders. • Align and support all educational programs and services to achieve our mission and mission outcomes.
<p>STRATEGIC DELIMITERS</p>	<p>We will NOT...</p> <ul style="list-style-type: none"> • Continue or adopt any program or service unless it is aligned with and advances the mission and is accompanied by the necessary human and financial resources • Make decisions without the use of relevant data provided by the appropriate personnel. • Allow past experiences to interfere with the consideration of new ideas.

SECTION V: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

Classification History:
Created classification description 6/2016 BCC