

SPRINGFIELD PUBLIC SCHOOL DISTRICT #186
1900 West Monroe - Springfield, Illinois 62704
Jennifer Gill, Superintendent
Notice of Vacancy

TITLE of VACANCY: Administrative Assistant to the Director of Secondary Schools & Programs **DATE:** May 22, 2018

LOCATION: Administrative Center, 1900 West Monroe

DAYS PER YEAR: 260 Days including 15 paid holidays **HOURS PER DAY:** 8

REQUIREMENTS/QUALIFICATIONS:

1. Interested in public schools and children
2. Five years minimum successful office experience preferred (High School experience a plus)
3. Ability to follow written and oral directions and complete assigned tasks w/ minimal supervision
4. Ability to maintain a professional attitude
5. Ability to communicate and maintain good working relationships with District staff and general public
6. In depth knowledge of current office management practices
7. Ability to effectively use office technology, including the computer for word processing, database, spreadsheets, and ability to set up forms, reports, presentation materials and web-based documents.
8. Computer knowledge and experience with File Maker, Word, Excel and Power Point, Keynote, or comparable software programs
9. Ability to use district online accounting system & ISBE data input
10. Accurate typing at a minimum of 45 – 50 wpm, spelling, grammar skills and ability to record and transcribe minutes
11. Must have excellent record keeping and organizational skills

RESPONSIBILITIES:

1. Assist with special projects and priority objectives
2. Creates and manages large data bases related to budgets, purchasing and data analysis
3. Organize and transmit correspondence and materials as required, provide secretarial support
4. Support, organize and manage textbook ordering and distribution, maintain textbook stock, warehouse organization
5. Support, organize and manage various budgets and grants
6. Drivers Ed. clerical administrative duties
7. Format handbooks and registration documents
8. Assist the Coordinator for Gifted programs
9. Assist with middle and high school programs
10. Perform other duties as assigned

FILING DATE DEADLINE: May 29, 2018 **START DATE:** Immediately

SALARY: Commensurate with Experience

BENEFITS Personal and Sick Leave – Medical Insurance – Life Insurance – Illinois Municipal Retirement Fund Paid Vacation and Holidays as per negotiated agreement

Please refer all communication to: Gina McLaughlin-Schurman
Director of Human Resources
1900 West Monroe
Springfield, IL 62704

We do not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age or disability.

AN AFFIRMATIVE ACTION/ EQUAL OPPORTUNITY EMPLOYER