

NE Colorado BOCES

TITLE: Executive Administrative Assistant

QUALIFICATIONS:

High school or business school graduate, ability to type 50 or more words per minute.
Knowledge of office equipment, such as telephone, typewriter, computer and, copier.

REPORTS TO:

Executive Director

JOB GOAL:

To provide secretarial support for the Executive Director and to efficiently perform office effectiveness as it relates to the education of children.

RESPONSIBILITIES:

1. Duties for the Executive Director
 - a. All Correspondence
 - b. Prepare and disseminate Board and SAC packets to member districts
 - c. Board agenda and minutes
 - d. Superintendent's agenda and minutes
 - e. Maintain BOCES Board Policy Book
 - f. Prepare and disseminate Executive Director evaluation through Survey Monkey
 - g. Plan arrangements for meetings
 - h. Make hotel and flight reservations as needed
 - i. Prepare and create NE BOCES calendar
 - j. Make registrations for teacher job fairs
2. Maintain personnel records
 - a. Onboard new employees with various forms
 - b. BambooHR site, enter new employees, manage and assist with employee questions
 - c. Sick Leave Bank
 - d. Type personnel employment agreements and prepare employment renewal list
 - e. Maintain confidentiality
 - f. Maintain staff license and expiration date
 - g. Maintain staff CPR renewal
 - h. Maintain job descriptions of all staff
 - i. Keep current with CABS website for fingerprinting process
 - j. Maintain SDDS program for fingerprinting results
 - k. Prepare and maintain Colorado Department of Human Services forms for new classified staff
 - l. Assign new staff EDID's through CDE Data Pipeline
3. Purchase Orders
 - a. Process all purchase orders, order and check in materials
 - b. Correspondence and telephone follow-up on purchase orders as needed
 - c. Return material on approval and material for repair

4. Responsible for credit cards and reconciling the monthly statement
5. Assist Executive Director with various applications and reports throughout the year
6. Schedule and maintain training room events in BOCES wide calendar
7. Schedule asbestos training and prepare and disseminate district billings
8. Fulfills any other responsibilities as designated by the Executive Director or Director of Special Education

TERMS OF EMPLOYMENT: 12-Month Contract.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy by the Executive Director.