

FOR OFFICE USE ONLY
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___TB; HR_

IASB JOB DESCRIPTION

Current as of July 1, 2020

Job Description for Administrative Assistant, Field Services

Organization

Founded in 1913, the Illinois Association of School Boards Vision is excellence in local school board governance supporting quality public education.

Job Title and Classification: Administrative Assistant; full-time, N4

Position Information

Department: Field Services
 Reports to: Assigned Field Services Director
 Office Location: Lombard or Springfield

Departmental Mission/Vision/Goals

The Mission of the IASB Field Services staff is to promote and support effective school board governance by providing an essential link between the Association and its members.

Position Summary

Responsible for initiating and performing functions required for the efficient operation of an office and to support a field services director and the field services team in providing existing and new services to IASB members.

FUNCTIONS OF THE JOB include the following. Essential functions appear in bold type.

- **Create and maintain in the field services shared files a list of current tasks, duties and responsibilities**
- **Create and maintain current, organized, and accurate written procedures and electronic and paper files relating to job tasks, duties and areas of responsibility**
- **Ensure all phone calls, emails and other communications are handled in an efficient and courteous manner.** Act as a customer resource regarding IASB's programs, products, structure, and operation in order to direct inquiries to the appropriate person.
- **Maintain accurate calendars.**
- **Assist with meeting functions.** Plan and organize meeting arrangements, contracts, speakers and materials for meetings both in and out of the office, including some in-office meal service. Attend and support some meetings out of the office, including some evening and weekend meetings.

- **Assist with the development of PowerPoint and other similar presentations**
- **Prepare handouts, booklets, and other material; prepare workshop follow-up reports**
- **Create and maintain accurate databases and spreadsheets in Access and Excel, as needed; create and provide requested reports. Use a NetFORUM AMS**
- **Participate in appropriate professional development offerings as needed**
- **Participate in cross-training with other field services support staff to provide back up as needed**
- **Attend periodic meetings both in and out of the office for continuous improvement and alignment of work throughout the department and the association**
- **Attend the Joint Annual Conference in Chicago annually and perform duties as assigned**
- **Attend occasional meetings outside the office that may require overnight travel**
- **Practice reliable and consistent attendance and punctuality**
- **Contribute to team effort and department mission/vision/goals work**
- **Perform other duties as assigned**

EDUCATION and/or EXPERIENCE REQUIREMENTS

High school diploma or equivalent and/or evidence of progressive relevant administrative support experience

REQUIRED COMPETENCIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Interpersonal skills necessary to work with members and other staff effectively in a team environment
2. Ability to self-start and work without close supervision
3. Advanced knowledge of current Microsoft Office Professional Suite with an emphasis on word processing and data base
4. NetForum AMS, survey software, and group email software skills
5. Ability and willingness to learn and use new software quickly and competently
6. Excellent grammar and communication skills - verbal and written
7. Attention to detail, high degree of accuracy and excellent proof-reading skills

8. Excellent organization abilities
9. Meeting planning skills
10. Public relations skills
11. Knowledge of and ability to use office equipment, including postage meter, FAX, photocopying and printing, as needed

SPECIAL CONDITIONS OF EMPLOYMENT

Physical Demands

This position requires the employee to be able to lift, move and safely handle boxes and materials up to 25 pounds; to be able to occasionally stand for extended periods; and to be able to hear and speak as necessary to perform the functions of the position.

Conduct Standards

The highest of moral and ethical standards is demanded in accordance with the IASB Staff Standards and Staff Core Values. Employee conduct standards and other aspects of employment are addressed in the IASB Employment Handbook.

DISCLAIMER

This job description may be changed at any time and is not a contract with the individual employee(s). IASB retains its right to change this job description and assign or reassign duties and responsibilities to this job at any time.