

City of Middletown, Connecticut Position Description

Title: Administrative Assistant for
Technology & Special
Projects

Department: Board of Education

Date: May 2018 Grade 8 Local 466, 35 hours

Purpose of Position

The purpose of this position is to perform complex and confidential administrative and secretarial functions in support of Central Office and the Middletown Board of Education.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Develop and maintain the websites for the Middletown Board of Education. To perform administrative management of the website, including user, banner, and module management as well as structural/visual upgrades as necessary.
- Manage the advanced/integrated online calendars as well as posting the district calendar information (PDF Format). Adds users to Active Directory and the school website. Posts new information on line.
- Support the Director of Technology with student data relevant to state reports as may be updated from time to time. Modify district databases based on state requirements.
- Support a core group of staff with accessing and using technology.
- Assist with the preparation of the Educational Technology Budget.
- Assist with copying, organizing and communicating. May provide secretarial services to assigned boards or commissions. Responsible for all clerical tasks related to MHS Goes to the Hartford Symphony.
- Support the Director of Technology with projects/tasks such as the ED166 discipline reporting database, the online student data portal, on-line registration form InfoSnap, Blue Ribbon and other various tasks. Support data manager with MS Excel and MS Access queries and reports for Power School.

- Formats and edit/proof educational technology documentation, including district technology plan, , statistical reports, and other publications.
- Sets up laptop/LCD projector combination for presentations by Central Office and technology department or others as requested.
- Assists in the preparation of reports and data analysis – Annual Report, Suspension Report and publication of district public relations information.
- To assist Board of Education with all tasks concerning policies, regulations, bylaws and forms including updating of Student Handbook Policies.
- Observes strict confidentiality in maintaining restricted records and files.
- To assume other related duties as may be required by the Superintendent of Schools.

Minimum Training and Experience Required to Perform Essential Job Functions

Associates Degree or equivalent with vocational/technical training in Secretarial Science or a related field with three years of related secretarial/administrative experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Requires the ability to perform mid-level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. Requires the ability to act as a lead person.
- Requires the ability to utilize a variety of reference, descriptive and/or advisory data and information such as financial statements, technical operating manuals, mail, purchase orders, lists, documents, directories, ordinances, statutes, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing with Supervisor and all department personnel, other City departments, vendors and the public.

Mathematical Ability

- Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.

Physical Requirements

- Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

Environmental Adaptability

- Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.

The City of Middletown is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.