

Job Description
Administrative Assistant
Washington State School Directors' Association

Department: Business and Operations

FLSA: Non-Exempt

Updated: June 2023

Reports to: Chief Financial Officer

General Description:

The Administrative Assistant serves as a member of WSSDA's Business and Operations team. The core responsibility of the team is to support other staff in delivering resources and services to WSSDA's members, committees, and WSSDA Board. This position often serves as the first point of contact between WSSDA and its members, and other visitors, so there is an emphasis on needing exceptional customer service skills.

Roles and Responsibilities:

The Administrative Assistant's roles and responsibilities include:

Membership and Visitor Support

- Answer the telephone and direct call/message to the appropriate staff member.
- Direct WSSDA e-mail to the appropriate staff member.
- Receive and direct visitors at WSSDA headquarters.
- Update rosters for the WSSDA Board, committees, task forces, and the list board members on local school boards after the completion of elections.
- Periodically reach out to school districts to ensure information in WSSDA's records is accurate and complete for board members and key personnel.
- Provide support for the annual conference and other events as assigned.

Facility Use

- Maintain calendars tracking use of WSSDA conference rooms for meetings of WSSDA staff, committees, board, and outside parties.
- Provide logistics support for meetings held in the WSSDA conference rooms for the board, committees, staff, and outside parties.

Office and Operations Support

- Retrieve mail from WSSDA's post office box and disseminate as needed.
- Send and receive mail/packages through state central mailing and other package delivery services, as well as track USPS postage.
- Coordination of large mailing projects with mailing service provider
- Collect payments received through mail and prepare deposits.
- Direct requests for invoices and/or requests for payment received by mail or email to the accountant.
- Assist as needed with the production of materials; including handouts, sign in sheets, name badges, name tents, and other materials as assigned.
- Plan, organize, print, and mail information when required.
- Purchase office and janitorial supplies.
- Assist the Communications Team with editing and proofing.
- As needed, assist with logistics support by scheduling meetings, reserving meeting space, catering, and other travel arrangements.
- Other duties as assigned.

Essential Functions:

- Demonstrate a positive and collaborative attitude with WSSDA members and staff, education association partners, and others.
- Observe and contribute to the ongoing development of practices to strengthen agency-wide collaboration.
- Work well under pressure to meet sometimes competing deadlines.
- Communicate effectively orally and in writing.
- Utilize strong project planning and organizational skills to prioritize workload, set deadlines, and work within established and shared timelines while maintaining accuracy and a strong attention to detail.
- Skillful use of a variety of software such as Microsoft Office Suite (including Word, Excel, and PowerPoint), Outlook, online file management (Box), mobile apps, project management programs, and other technology.
- Maintain confidentiality and use good judgment.
- Available to work some evenings and/or weekends, and willingness to travel in-state.

Preferred Qualifications

- Excellent written and oral communication skills.
- Strong organizational and time management skills.
- Demonstrated ability to calmly and competently manage multiple projects simultaneously.
- Demonstrated positive experience in working productively with a diverse team.
- Two to five years of job-related experience

We have reviewed and understood the job description for Administrative Assistant.

Administrative Assistant

Chief Financial Officer

Executive Director

Date