

Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

Human Resources

**Administrative Assistant -Community Relations
and TCISD Foundation for the Future**

(409) 916-0107

Job Description

Reports to: Director of TCISD Foundation for the Future and Community Relations

Term: 226 Days

Status: Nonexempt

Primary Purpose: The Community Relations Administrative Assistant will be responsible assisting with the planning and implementation of events; planning and managing projects; preparing and maintaining accurate records; and using pertinent software applications. This position requires excellent verbal and written communication skills, experience using technology applications to manage information and prepare presentations, strong organization and time-management skills, creativity, and initiative.

Qualifications

Experience: Two years general office management experience preferred

Education: High School Diploma/GED

Major Responsibilities and Duties:

Community Development Office Professional Supports

1. Answer and respond to incoming calls, including many inquiries, take reliable messages, and route appropriately.
2. Provide support to the Texas City ISD Foundation for Future at the direction of the Director.
3. Order office supplies for the department; keep supply and common areas well organized and neat.
4. Receive, sort, and distribute mail and other documents for the department.
5. Provide support for the execution of large-scale, district-wide event.
6. Assist with shopping, pick up, and delivering of materials for meeting and events.
7. Be available to provide support outside traditional hours for special events.

Accounting

1. Perform routine to complex bookkeeping tasks and organize all financial data for the department.

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- 2. Prepare deposits.
- 3. Prepare documents for monthly reconciliation using QuickBooks.
- 4. Prepare and process purchase orders and payment authorizations.

Records, Reports, and Correspondence

- 1. Prepare correspondence, forms, reports, manuals, and presentation for the department.
- 2. Compile, maintain, and file all reports, records, and other documents as required.

Other

- 1. Maintain confidentiality of all Foundation for the Future and TCISD information.
- 2. Performs other duties as assigned for the purpose of ensuring the efficient and effective functioning of the team.

Supervisory Responsibilities: None.

Equipment Used: Copier, computer, printer, camera(s), video camera.

Working Conditions: Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress; work with frequent interruptions. Ability to understand and execute oral and written instructions, policies and procedures. Flexibility; capable of adapting to changing activities and workloads. Ability to take the initiative, to work independently, and to follow instructions. Ability to attend occasional evening meetings. Repetitive hand motions; prolonged use of computer. Occasional prolonged and irregular hours. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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Approved by _____ Date _____

Reviewed by _____ Date _____

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