



Longview Independent School District

JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT TO ASSISTANT ATHLETIC DIRECTOR

JOB TITLE:	Administrative Assistant to Assistant Athletic Director	WAGE/HOUR STATUS:	Non-Exempt
REPORTS TO:	Assistant Athletic Director	TERMS:	226 Days
DEPARTMENT:	Athletics	PAY GRADE:	Clerical/Para 4

PRIMARY PURPOSE:

Assist Assistant Athletic Director in organizing and coordinating the ticket operations in the department; assist in ensuring the efficient operation of the athletic office and with providing clerical services

QUALIFICATIONS:

Minimum Education/Certification:

High School diploma or GED

Special Knowledge and Skills:

- Proficient typing, word processing, and file maintenance skills
- Effective organizational, communication, and interpersonal skills
- Experience in customer service and cash handling
- Ability to use personal computer and software to develop spreadsheets, databases, and word processing
- Knowledge of basic accounting principles or professional ticket office

Minimum Experience:

One to three years secretarial experience or experience in an athletic department

MAJOR RESPONSIBILITIES AND DUTIES:

1. Assist with daily operations in the athletic ticket office
2. Contact with customers over the counter and via the telephone



JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT TO ASSISTANT ATHLETIC DIRECTOR

MAJOR RESPONSIBILITIES AND DUTIES: (continued)

3. Assist in ticket reconciliation, cash management, data entry, event operations, player guest management and duties as assigned by the Assistant Athletic Director
4. Extensive customer contact requiring excellent communication service and organizational skills
5. Assist with requisition purchase orders
6. Prepare written correspondence, schedules and reports
7. Schedule meetings and appointments and maintain calendar for Assistant Athletic Director
8. Assure all coaching staff has all requirement as per University Interscholastic League (UIL)
9. Process passes for all athletic events for district employees
10. Prepare money/ticket boxes for athletic events
11. Manage season ticket process
12. Comply with district policies, as well as state and federal laws and regulations
13. Adhere to the district's safety policies and procedures
14. Maintain confidentiality in the conduct of district business
15. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
16. Demonstrate regular and prompt attendance
17. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

None



Longview Independent School District

JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT TO ASSISTANT ATHLETIC DIRECTOR

EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Must be able to lift 25 to 50 pounds; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours possible; biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus

EVALUATION:

Paraprofessional Evaluation

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: May, 2019