EXECUTIVE ASSISTANT FOR ATHLETICS

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing highly complex administrative support duties and tasks to further the overall work of the Athletics and Wellness Office of the Ithaca City School District. The incumbent supports the work of the Director of Athletics and Wellness by relieving the Director of administrative and business details, scheduling and coordinating athletic events, supervising subordinate clerical staff, and resolving day-to-day operational issues. Additionally, the incumbent is responsible for entering and retrieving information from a computer database/spreadsheet and query and generating reports as required to support the program. The work is performed under the general supervision of the Director of Athletics and Wellness with considerable leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision is exercised over the work of clerical subordinates. Does related work as required.

TYPICAL WORK ACTIVITIES:

Manages the Director's calendar;
Schedules and arranges travel and accommodations for Director of Athletics and Wellness;
Schedules staff meetings, prepares agendas, orders food, takes minutes;
Coordinates and oversees mandatory district trainings, including Right to Know, DASA, and safety protocols;
Maintains the Athletics and Wellness Office budget; monitors expenditures to maintain budgetary control; provides monthly reports to the Director;
Processes all budgetary transactions; enters and processes purchase orders;
Prepares and maintains Athletics and Wellness Office payroll, personnel and attendance records;
Oversees payment of sports officials and maintains appropriate records;
Manages and coordinates league dues, invitationals, and postseason participation;
Schedules athletic and wellness events;
Coordinates facilities and arranges transportation for events;
Coordinates coaches for events;
Develops, implements and manages digital ticketing system;
Supervises, instructs and evaluates subordinate clerical staff;
Conducts onboarding of new hires;
Responds to routine inquiries about programs, policies and procedures;
Screens callers and visitors to determine the nature of the inquiry, answers questions on established policy and procedure and/or refers to appropriate person or office;
Develops, maintains and updates computerized records containing information required for specialized programs;
Opens, reviews and distributes incoming mail in accordance with staff assignments and attaches appropriate background material to correspondence;
Establishes and implements office procedures and maintains efficient work flow;
Designs, sets up and maintains files of correspondence, documents and records;
Transmits information or instructions from supervisor to appropriate staff orally, in writing, or electronically, and follows up to see that instructions are followed and deadlines are met;
Prepares reports using statistical and narrative information;
Monitors and tracks status of various program activities;
Prepares correspondence, memoranda, reports, minutes of meetings, hearings and conferences and related material;
Orders office supplies and maintains inventory of supplies and equipment.
FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:
Good knowledge of modern office terminology, procedures, equipment and business English; good
knowledge of the principles and techniques of office management and clerical processing; good
knowledge of standard office software applications, including database, spreadsheet, word
processing and desktop publishing applications; good knowledge of the department’s programs,
objectives and goals; good knowledge of the policies, procedures, rules and regulations of the
department; working knowledge of methods and procedures of keeping financial accounts and
records; working knowledge of public information and public relations techniques; working knowledge
of business arithmetic; ability to handle administrative details independently including the composition
of letters and memoranda; ability to supervise the work of others; ability to analyze and summarize
information in both narrative and numerical form; ability to prepare budgets, operating reports and a
variety of other reports relative to program activities; ability to compile data and background
information; ability to design and maintain filing systems; ability to maintain program accounts and
budgetary data; ability to operate a personal computer and utilize common office software programs
including word processing, spreadsheet and databases at an acceptable rate of accuracy and speed;
ability to prepare and maintain complex records; ability to communicate effectively both orally and in
writing; ability to establish and maintain effective working relationships with others; ability to effectively
work with and serve a diverse local community; physical condition commensurate with the demands
of the position.

MINIMUM QUALIFICATIONS:

A. Possession of a Bachelor’s degree in office management, office technology, secretarial science,
business administration, public administration, management, sports management, exercise
science, recreation, physical education, or a closely related field with similar course curriculum
and two (2) years of full-time paid clerical or administrative experience, or its part-time and/or
volunteer paid-equivalent, which involved program coordination, budget oversight and
development, and event management or similar scheduling coordination, and which included
the use of computer software and/or website portals; or

B. Possession of an Associate’s degree in secretarial science, office management, office
technology, business administration, public administration, sports management, exercise
science, recreation, physical education, or a closely related field with similar course curriculum
and three (3) years of full-time paid clerical or administrative experience, or its part-time and/or
volunteer equivalent, which involved program coordination, budget oversight and development,
and event management or similar scheduling coordination, and which included the use of
computer software and website portals; or

C. Graduation from high school or possession of a high school equivalency diploma and four (4)
years of experience as defined in (A) and (B) above; or

D. An equivalent combination of training and experience as defined by the limits of (A), (B) and (C).

Note: College degrees must have been awarded by a college or university accredited by a regional,
national, or specialized agency recognized as an accrediting agency by the U.S. Department of
Education and/or U.S. Secretary of Education. If an applicant’s degree was awarded by an educational
institution outside the United States and its territories, the applicant must provide independent
verification of equivalency. A list of acceptable companies who provide this service can be found at
https://www.cs.ny.gov/jobseeker/degrees.cfm. Applicants are responsible for payment of the required
evaluation fee.