



## Kalamazoo Regional Educational Service Agency Job Description

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**Job Title:** Executive Administrative Assistant  
**Reports To:** Assistant Superintendent  
**FLSA Status:** Non-Exempt  
**Prepared By:** Human Resources  
**Approved By:** N/A  
**Prepared Date:** 06/2003  
**Last Revised Date:** 01/2016

**Summary:** Performs clerical duties and supports the Assistant Superintendent

### **Essential Duties and Responsibilities:**

- Assists with daily operation of the office
- Communicates with clients (state, higher education offices, local district, staff, community, etc)
- Manages administrative functions (scheduling, meetings, minutes, coordination of calendars, reports, coordinate communications)
- Assists with the systematic process of project management
- Composes and/or transcribes from rough draft: correspondence, bulletins, reports and other confidential material
- Proofreads documents, reports, and brochures
- Generates confidential reports for internal and external distribution
- Assists professional staff
- Coordinates the efforts of department support personnel
- Monitor and track department/program adherence to established budget
- Maintains high level confidentiality
- Handles department specific responsibilities
- Regular and consistent attendance
- Other duties as assigned

*Must have knowledge of and comply with the policies and procedures contained in the Kalamazoo RESA handbook.*

### **Education and/or Experience:**

High school diploma or general education degree (GED) and two to three years related professional office experience and/or training; or equivalent combination of education & experience. Associates Degree or higher preferred.

### **Certificates, License, Registration:**

If applicable

**Other Skill & Abilities:**

- Ability to communicate effectively including listening
- Keep administrator abreast of department activity
- Works in a team oriented fashion
- Ability to efficiently use computer and applicable software – i.e. Microsoft products, MiCase products
- Ability to problem solve
- Maintains confidentiality
- Displays willingness to support and make decisions with sound judgment in timely manner
- Adapts to frequent changes in the work environment
- Uses equipment and materials properly
- Practices safe work habits

**Supervisory Responsibilities:**

This job has no supervisory responsibilities.

**Physical Demands:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is required to talk or hear. The employee is required to use hands and reach with arms. The employee must have the ability to lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment:**

The noise level in the work environment is usually quiet.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy. Human Resources Director, Tom Zahrt; Assistant Superintendents: Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.