



**NOTICE OF VACANCY**  
**Logan City School District**  
**101 West Center**  
**Logan, UT 84321**

*March 12, 2024*

**ADMINISTRATIVE ASSISTANT**  
*Elementary Education Department*

Applications are now being accepted for Administrative Assistant at the District Office in the Logan City School District. The job of Administrative Assistant is done for the purposes of providing complex and confidential secretarial and administrative support to the Administrator; conveying information regarding the secondary education program and procedures; ensuring efficient operation of support functions; and coordinating assigned projects and site activities.

**Hours per Day:** 8.0

**Salary:** \$24.16 per hour

**Contract:** 227 Days

**Benefits:** Insurance, retirement, leave, and other benefits as outlined in the Education Support Professional Negotiated Agreement

**Application Process**

Application deadline is **March 26, 2024 @ 4:00 or until filled**. All application materials must arrive at the Logan City School District Human Resources Office, 101 West Center Street, Logan, Utah 84321. Email: [jill.ochsenbein@loganschools.org](mailto:jill.ochsenbein@loganschools.org), Phone (435) 755-2300 FAX: (435) 755-2311. **Selected finalists will be contacted for an interview.**

Applicants must submit the following:

1. Completed Logan City School District Education Support Professional Application (available online at [www.loganschools.org](http://www.loganschools.org))
2. Detailed cover letter outlining special competencies related to and specific interest in the particular position.
3. Current resume in which professional preparation and experience are clearly detailed
4. Three letters of recommendation written within the last six months
5. Official transcripts of all college and university credits

## **Essential Functions**

- Coordinates a wide variety of projects, functions, and/or program components (e.g. meetings, in-service events, travel, and accommodations, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.
- Maintains a wide variety of manual and electronic documents, files, and records (e.g. budget data, employee records, financial records, reports, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors a wide variety activities on behalf of assigned Administrator (e.g. program components, meeting arrangements, account balances, work order status, etc.) for the purpose of achieving goals and meeting target dates in compliance with established guidelines and regulatory requirements.
- Monitors students referred for illness or disciplinary action for the purpose of ensuring student welfare and maintaining a secure office environment.
- Oversees the work activities within the office for the purpose of organizing assignments, monitoring progress, and ensuring completion within established guidelines.
- Participates in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Prepares a wide variety of reports, documents, and correspondence of a confidential and non-confidential nature (e.g. letters, memorandums, meeting minutes, charts, periodic and ad-hoc reports, operational procedures, manuals, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Presents information on administrative procedures (e.g. department/program policies, submission procedures, etc.) for the purpose of orienting new personnel and/or disseminating information to existing personnel.
- Processes a wide variety of documents and materials (e.g. time sheets, work orders, requisitions, travel reimbursements, budget transfers, etc.) for the purpose of disseminating information in compliance with administrative guidelines and/or regulatory requirements.
- Procures supplies and materials for the purpose of maintaining availability of required items.
- Reconciles account balances for assigned budget categories for the purpose of maintaining accurate account balances.
- Represents assigned Administrator in their absence for the purpose of conveying and/or gathering information required for their functions.
- Researches a variety of topics (e.g. current practices, policies, education codes, etc.) for the purpose of providing information and/or recommendations and/or addressing a variety of administrative requirements.
- Responds to a wide variety of inquiries from internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information, facilitating communication among parties, and/or providing direction.

- Schedules a wide variety of activities (e.g. appointments, meetings, travel reservations/accommodations, facility usage, etc.) for the purpose of making necessary arrangements for assigned administrator.
- Supports assigned administrative personnel for the purpose of providing assistance with their functions and responsibilities.
- Supports other upper level administrators for the purpose of collaborating with these administrators in achievement of foundation, program and district goals.

It is the policy of the Logan City Board of Education that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, religion, national origin, age or disability in any educational program, activity, or employment.

Reasonable accommodations for the application/interview process will be provided upon request, and as required in accordance with the Americans with Disabilities Act of 1990. Persons with disabilities may contact the Human Resource Director at (435) 755-2300 for additional information or assistance.

**Experience:** Job related experience is desired.

**Required Testing:** None Specified

**Education:** High School diploma or equivalent.

**Continuing Education/Training:** None Specified

**Equivalency:** None Specified

**Certificates & Licenses:** Valid Driver's License & Evidence of Insurability

**Clearances:** Criminal Justice Fingerprint/Background Clearance