



**HAYS COUNTY ESD #9**  
**210 W Moore St. Kyle, TX 78640**  
**Phone: (512) 792-2107 | [www.esd9.org](http://www.esd9.org)**

## **Administrative Assistant**

Reports to: District Manager

Supervises: None

### Job Qualifications:

- Associate degree required; Bachelor's degree in related field preferred.
- Three to five years of experience in an administrative role.
- Must maintain a current Texas State Driver's License and proof of liability insurance on file.

### Duties and Responsibilities:

- Answers and transfers phone calls, screening when necessary.
- Welcomes and directs visitors.
- Maintains filing systems following government regulations.
- Retrieves information as requested from records, email, minutes, and other related documents.
- Prepares written summaries of data when needed.
- Responds to and resolves administrative inquiries and questions.
- Coordinates and schedules travel, meetings, and appointments for managers or supervisors.
- Prepares agendas and schedules for meetings.
- Records and distributes minutes or other documents for meetings.
- Maintains office supplies and coordinates maintenance of office equipment.
- Performs finance duties as needed
- Performs other related duties as assigned.

### Necessary Knowledge, Skills, and Abilities:

- Requires effective verbal and written communication skills.
- Requires understanding of clerical procedures and systems such as recordkeeping and filing.
- General accounting/finance procedures and systems such as payroll and AP/AR.
- Requires excellent organizational skills and attention to detail.
- Proficient in Microsoft Office Suite or similar software.
- Proficient in QuickBooks
- Must be able to drive/operate a motor vehicle in a safe/professional manner.
- Physical Requirements
- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift, push, pull, carry 25 Lbs. infrequently.
- Must be able to climb stairs while carrying up to 20 Lbs. infrequently.