

District Administrator

Job Goal

To provide assistance to the District Coordinators so they may devote maximum attention to the central issues of operations.

Job Functions

- Greet all visitors courteously and attempt to meet their needs to the best of his/her ability.
- Uses discretion and maintains ethical behavior in handling situations requiring confidentiality.
- Maintain all district office files ensuring they are updated, confidential, and efficiently organized.
- Selects appropriate channels for resolving problems/concerns.
- Places/answers calls, distributes messages, and return calls promptly
- Performs all bookkeeping tasks as needed.
- Types and copies a wide variety of materials.
- Performs other duties assigned by supervisors.