

UNION SCHOOL DISTRICT

CLASS TITLE: ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT /CONFIDENTIAL

BASIC FUNCTION:

Serves as the confidential, administrative assistant to the Superintendent of Schools. Performs a variety of complex, confidential, and highly responsible clerical and administrative duties; manages the centralized clerical support functions of the office. Serves as recording secretary to the Board of Trustees; maintains Board Policies and Administrative Regulations.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform highly responsible duties as the primary administrative assistant to the Superintendent; plan, coordinate and organize office activities and flow of communications for the Superintendent and Board.

Prepare Board agendas and packets for School Board Meetings.

Research and compile a variety of information from Board Policy, Education Code, CDE, internet research and other educational resources; process and evaluate a variety of forms and applications related to assigned functions; duplicate materials as necessary.

Responsible for District PR materials (newsletter, various special project mailings, letterhead, logo etc.)

Respond to complaints and requests for information in relation to the intent, coverage, and content of instructions, guides, precedents, and regulations; assist students, parents, and teachers as necessary.

Assist in conducting special studies relating to the development and implementation of procedures and policies.

Initiate and maintain a variety of files and records.

Receive, screen and route telephone calls; greet and assist visitors; route callers or visitors to appropriate staff members; take and relay messages; respond to requests, complaints and questions from officials, staff and the public, representing the Superintendent by phone and written communication; interpret policies and regulations to officials, staff and the public; ensure deadlines are met.

Compose correspondence independently on a variety of matters; compile and type various letters, forms, reports, contracts, packets, statistical data, memoranda, bulletins, newsletters, notices, vouchers, lists and other materials as directed; prepare, format, edit, proofread and revise written materials.

Coordinate and schedule various appointments and meetings; make travel arrangements; reserve facilities; prepare and assure proper completion of reimbursement forms; maintain and coordinate the Superintendent's calendar; coordinate and arrange special events and activities for the Superintendent.

Receive, sort and route incoming correspondence; review and determine priority of incoming mail; compose replies independently or from oral direction; receive and respond to e-mails; prepare notices, packets and informational materials for mailing.

For Board Approval 8.30.10

Attend a variety of meetings; prepare related notices, reports, presentations and agendas; prepare and distribute minutes, updated records, statements, documents and reports to appropriate personnel, such as Board of Trustees, Attorneys, Cabinet and Management Team.

Input a wide variety of data into an assigned computer system; maintain automated files and records; create queries and generate a variety of computerized lists and reports; assure timely distribution and receipt of a variety of records and reports; assure accuracy of input and output data.

Involved in budget development process, maintain designated budgets and assure assigned accounts are accurate and expenditures are within federal or state requirements; collect and account for fees; initiate budget transfers as directed.

Prepare and maintain a variety of complex lists and records related to student information, personnel, financial activity and/or other assigned duties; establish and maintain filing systems.

Perform special projects as requested; prepare various forms and reports on behalf of the Superintendent; attend to administrative details on special matters as assigned.

Operate and maintain a variety of office equipment including a calculator, copier, fax machine, typewriter, computer, projectors or other presentation equipment and assigned software; arrange for equipment repairs as needed.

Communicate with other departments, administrators and outside agencies to coordinate activities, exchange information and resolve issues or concerns.

Prepare, type and process requisitions according to established guidelines; order, receive and maintain inventory of supplies and equipment in accordance with established guidelines.

Obtain and provide information, records and materials to staff and the public where judgment, knowledge and interpretation of policies and regulations and organizational functions and programs are required; verify information for staff and outside agencies as requested.

Develop and implement office procedures to assure complete and timely operations.

Maintain harmony among staff. Analyzes and resolves problems and/or assists staff in solving problems.

Attend mandatory training as required by your position.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Functions and secretarial operations of an administrative office;
- Organizational operations, policies and objectives;
- Applicable laws, codes, regulations, policies and procedures;
- Modern office practices, procedures and equipment;
- Record-keeping techniques;
- Correct English usage, grammar, spelling, punctuation and vocabulary;

Oral and written communication skills;
Interpersonal skills using tact, patience and courtesy;
Budgeting practices regarding monitoring and control;
Methods of collecting and organizing data and information;
Business letter and report writing, editing and proofreading;
Basic public relations techniques; and
Operation of a computer and assigned software; required software: Microsoft Office Suite – Excel, PowerPoint, and Word. Preferred additional software: Access, information systems such as QSS, PowerSchool, EduSoft.

ABILITY TO:

Perform highly responsible and confidential secretarial and administrative assistant;
Interpret, apply and explain laws, codes, rules, regulations, policies and procedures;
Plan, coordinate and organize office activities and flow of communications and information for the assigned administrator;
Compile and prepare comprehensive reports concerning a broad spectrum of subject matter;
Compose effective correspondence independently;
Maintain a variety of complex and confidential files and records;
Assure efficient and timely completion of office and program projects and activities;
Understand and resolve issues, complaints or problems;
Type or input data at an acceptable rate of speed;
Operate a variety of office equipment including a computer and assigned software;
Establish and maintain cooperative and effective working relationships with others;
Analyze situations accurately and adopt an effective course of action;
Plan and organize work;
Meet schedules and time lines;
Prioritize and schedule work;
Work independently with little direction;
Work confidentially with discretion;
Communicate effectively both orally and in writing; and
Maintain regular attendance.

EDUCATION AND EXPERIENCE:

Any combination of experience and training which would indicate possession of knowledge, skills and abilities listed herein. High School Diploma or its equivalent; Three to five years of administrative assistant /secretary experience, may be combined with professional administrative training; computer experience, word process/spreadsheet and data base experience required.

Preference will be given to candidates with previous work in a high level administrative assistant position in a school district office

WORKING CONDITIONS:

ENVIRONMENT:

Office environment
Constant interruptions

PHYSICAL DEMANDS:

Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines;

Ability to conduct verbal conversation in English and possibly a designated second language;
Hear normal range verbal conversation (approximately 60 decibels);
Sit, stand, stoop, kneel, bend and walk;
Sit for sustained periods of time;
Climb slopes, stairs, steps, ramps and ladders;
Lift up to 20 pounds; carry up to 20 pounds;
Exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, hip flexion and extension and knee flexion;
Operate office machines and equipment in a safe and effective manner;
Demonstrate manual dexterity necessary to operate calculator, typewriter and/or computer keyboard at the required speed and accuracy; and
Conduct frequent repetitive arm, hand and body motion.

LICENSE AND/OR CERTIFICATES:

A valid Class C California Driver's License and evidence of appropriate insurance may be required.
A valid First Aid and CPR Certificate may be required and training would be provided.

Disaster Service Worker

CA Government Code 3100. It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.