

# HUNTINGTON BEACH CITY SCHOOL DISTRICT

## POSITION SPECIFICATION

### ADMINISTRATIVE SERVICES ASSISTANT

#### **DEFINITION**

Under the direction of the Assistant Superintendent, Administrative Services, coordinate routine detail of the Administrative Services Department. Supervises attendance accounting and district office custodial services.

#### **REPRESENTATIVE DUTIES**

Interpret and provide information on District policies, procedures, Education Code, and Federal and State regulations. *E*

Supervises the work of assigned personnel; assists subordinates regarding proper evaluation of objectives and needs. *E*

Prepare and present special reports, studies, surveys, and presentations on administrative services related issues. *E*

Monitor timelines, reporting, and various levels of District compliance related to Federal and State accountability. *E*

Maintain records related to aspects of the administrative services department; prepare corresponding reports and presentations as required. *E*

Maintain records and take minutes for various administrative services department meetings and activities. *E*

Make arrangements for department meetings and conferences; arrange appointments and reservations; maintain calendars; maintain minutes of meetings; prepare materials for staff development meetings. *E*

Attend meetings/workshops/conferences, and conduct home and on-the-job reading to acquire improved information, technical skills and work habits. *E*

Prepare and update administrative services-related documents, policies, procedures, guidelines, resources, and handbooks.

Collaborate and communicate with various District departments and school sites, and with Federal, State and County agencies and individuals.

Communicate in various forms (phone, in-person, email) with a variety of individuals/agencies to provide information or recommend alternate courses of action.

Perform projects as assigned by the Assistant Superintendent, Administrative Services.

Perform related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of administrative services program administration.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Applicable sections of the State Education Code and other applicable laws.
- District organization, operations, policies and objectives.
- Interpersonal skills using tact, patience and courtesy.
- Principles of training, providing work direction, supervision and administration.
- Technical aspects of field of specialty.

### **Ability to:**

- Communicate effectively using tact and diplomacy.
- Work cooperatively with others.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Compile and verify data and prepare reports.
- Operate various office machines.
- Understand and operate a variety of computer programs.
- Work with multi task assignments and finish in a timely manner.
- Train, supervise and evaluate personnel.
- Read, interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Analyze situations accurately and adopt an effective course of action.
- Work confidentially with discretion.
- Take shorthand at 90 words per minute preferred.
- Type at 60 words net per minute from clear copy.

### **Education and Experience:**

Any combination equivalent to: graduation from high school including coursework in office practices and procedures and five years of broad, varied and increasingly responsible experience in secretarial/administrative work. Preference will be given to candidates with

two years of college or advance secretarial coursework. Preference in employment will be given for experience in public education. Preference in employment will be given for experience in a supervisory capacity and wide contact with the public.

### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

This position classification performs light work that involves some lifting and sitting a major portion of the time, with some walking and standing for extended periods of time. Incumbents may be required to lift, pull or push objects normally not to exceed thirty (30) pounds, but may involve heavier objects of up to fifty (50) pounds with assistance. Incumbents in this class require mobility to stand, stoop, reach and bend. Dexterity of hands and fingers to operate a computer keyboard and other office equipment is essential. This position requires accurate perceiving of sound; near and far vision with the ability to read small print; depth perception; and the providing of oral information and direction.

Working Conditions: The noise level in the work environment is usually quiet. The work environment is at the District Office in the Administrative Services Department. This position has frequent interruptions and considerable distractions from office activities. This position frequently works independently with high work volume and tight deadlines.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.