

## HUNTINGTON BEACH CITY SCHOOL DISTRICT

### POSITION SPECIFICATION

#### **CLASS TITLE: ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT**

#### **BASIC FUNCTION:**

Under the direction of the District Superintendent, provide administrative assistance to the Superintendent for the coordination of routine and detail of the Superintendent's office and to serve as liaison between the Superintendent and the community.

#### **REPRESENTATIVE DUTIES:**

Perform a variety of effective communications activities; produce parent newsletter involving developing themes, researching and writing articles, scheduling production, and monitoring cost and distribution; research and write District news releases; develop and prepare related reports as assigned; assist various schools with building their own public image; publicize district educational objectives and activities. *E2*

Perform a variety of effective public relations activities; work independently with parents to resolve complaints; coordinate efforts of Superintendent and staff; promote and present positive District, Superintendent, and Board image to the public; maintain two-way communication with local media and report fully and promptly; act as Superintendent's designee as directed. *E2*

Supervise the Superintendent's secretarial staff including setting objectives and evaluating performance; encourage and provide opportunities for professional growth; provide assignment of secretarial tasks including preparation and distribution of Board agenda materials. *E1*

Participate in various Cabinet and Management Team meetings of the Certificated Circle; record and coordinate follow-up activities with the Superintendent' staff; interact with Board, staff, parents and community groups for the Superintendent. *E1*

Participate in development activities including assisting in the preparation to meet the needs of the position through the acquisition of human and technical skills and work habits; attend conferences, seminars and professional readings as required. *E3*

Monitor the Superintendent's department budget and recommend transfers as indicated. *E1*

Perform projects as assigned by the Superintendent.

Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **Knowledge Of:**

- Basic computer operation.
- Modern office practices, procedures and equipment.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Correct oral and written usage of English.
- Public speaking techniques.
- Interpersonal skills using tact, patience and courtesy.

### **Ability To:**

- Operate a computer terminal to enter data, maintain records and generate reports.
- Type a minimum speed of 60 words per minute.
- Take stenographic notes at meetings and conferences and transcribe into clear, concise reports.
- Take dictation at a speed of 100 words per minute and use transcribing machines.
- Understand and follow oral and written instructions.
- Develop and maintain records and files and devise improvements as necessary.
- Maintain confidentiality of information as necessary.
- Establish and maintain cooperative and effective working relationships with others.
- Perform complex or varied tasks.

## **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 advanced 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.

## **WORKING CONDITIONS:**

### **Environment:**

- Office environment.
- Constant interruptions of office activities.

**PHYSICAL ABILITIES:**

Lifting and carrying light objects. Dexterity of hands and fingers to operate standard office equipment. Bending at the waist and reaching to retrieve files. Hearing and speaking to exchange information in person and on the telephone. Seeing to read and transcribe correspondence. Sitting for extended periods of time.

5/1995