

**SAN MATEO-FOSTER CITY SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: Confidential Administrative Assistant- Human Resources

JOB CLASSIFICATION: Confidential

REPORTS TO: Assistant Superintendent for Human Resources and Director of Human Resources

EVALUATED BY: Assistant Superintendent for Human Resources and Director of Human Resources

QUALIFICATIONS:

Knowledge of:

- Proper office methods and practices, including filing systems, business correspondence, receptionist techniques, report writing and telephone techniques.
- Proper English usage, grammar, spelling, vocabulary and punctuation.
- Computers for basic school district functions, policies, rules and regulations; basic financial record keeping and budget preparation methods (Employment Requirement).
- Ability to learn, interpret and successfully apply established rules, procedures, and policies with good judgment while independently carrying out a variety of routine administrative procedures.

Ability to:

- Understand and carry out a variety of oral and written instructions.
- Type accurately at 60 words per minute (Employment Requirement).
- Perform mathematical calculations accurately.
- Establish and maintain a variety of records and filing systems and prepare reports.
- Coordinate activities and details and maintain effective schedules of events.
- Prioritize and appropriately schedule work load of tasks to meet established timelines.
- Operate a variety of standard office equipment such as typewriter, calculator, transcriber, copier, computer terminal, printer and other digital equipment.
- Effectively and tactfully communicate in both oral and written forms.
- Use a computer at a high level of expertise. (Employment Requirement)
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

Education and Experience:

Any combination of training, education, and experience that demonstrates possession of the knowledge and abilities stated above, and the ability to perform the duties of the position. A typical qualifying entrance background in increasingly responsible administrative staff work with advanced office professional experience performing varied and responsible records management, reporting, and administrative secretarial duties in an automated office setting. Associate of Arts Degree/Bachelor's Degree is desirable.

Six years of broad and increasingly responsible clerical or administrative assistant experience, preferably in the field of public education (Employment Requirement)

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under the general direction of their assigned district office administrator, assist by planning, coordinating and participating in the support activities related to the responsibilities of the district office administration; receive general supervision within a framework of standard policies and procedures; requires initiative, organizational skills, problem solving skills, and independent judgment in the processing of routine office details not requiring the immediate attention of assigned administrator/supervisor. This position deals directly with collective bargaining data. This is a position designated in the collective bargaining law.

TYPICAL DUTIES: (These duties may differ in importance, frequency, or prioritization depending on position assignment.)

- Possesses the ability to attend to routine details not requiring the immediate attention of assigned administrator/supervisor.
- Performs varied and responsible administrative assistant duties to assist in the coordination and processing of routine administrative operations for assigned administrator.
- Processes a wide variety of material such as interoffice communications, requisitions, forms, letters, reports, statistics, schedules, training materials, specifications, etc. from rough draft or verbal instructions and independently composes correspondence related to office operations.
- Keeps records of expenditures; maintaining and monitoring accounts, records, and running balances; performing necessary mathematical operations.
- Maintains and monitors departmental/office payroll records; orders supplies and process purchase orders; maintains records of purchase orders, invoices and expenditures to date and supply inventory.
- Acts as information source regarding office/unit policies, procedures, and requirements; receives and interviews callers and provides information where judgment, knowledge and interpretation of established procedures/policies are required.
- Takes and/or transcribes dictation and/or word-processing as required (desired).
- Arranges and schedules a variety of meetings; notifies participants, confirms dates and times, reserves meeting sites and prepares needed materials.
- Attends meetings, takes minutes, transcribes and distributes minutes to appropriate staff personnel including those which fall into the collective bargaining laws.
- Processes personnel actions, activities, and operations; prepare recruitment packets, advertises openings, conducts job offers and processing of employee employment documentation.
- Receives checks and verifies employment applications for open positions, sets up and informs applicants of impending interview/test dates; administers tests and notifies applicants of results.
- Monitors credential records to ensure that all certificated staff possess valid teaching and service credentials and serves as resource for teachers regarding credentials.
- Establishes, maintains, and updates personnel records and files; processes personnel actions such as promotions, demotions, position changes, transfers, increment changes, etc.
- Records personnel actions and employee contracts, coordinates changes with district payroll department.
- Prepares reports from data compiled and keeps records as they relate to assigned program/unit operations.
- Establishes and maintains a variety of records, logs, and filing systems pertaining to assigned area(s) of responsibility.
- Receives, reviews, and verifies documents, records, and forms for accuracy, completeness, and conformance to applicable rules, regulations, policies, and procedures.
- Receives, sorts, and distributes outgoing and incoming mail; prioritizes and designates appropriate responses whenever possible.

- Receives, handles, and processes confidential information ensuring that the security and strict rules of confidentiality are maintained protecting the integrity of the collective bargaining process.
- Develops or assists in the development of forms, worksheets, and record keeping systems for the collection, dissemination, and maintenance of needed information for specialized programs and functions within an assigned unit.
- Oversees the work of office support staff in a lead capacity and supervises the work of others in the department.
- Maintains control files on matters in progress and expedites their completion.
- Assists in preparing reports and collecting data needed for administrative decisions that facilitate implementation of District policies and programs.
- Coordinates, supervises and monitors special projects assignments and activities.
- Serves as Notary for the school district.
- Provides fingerprint services for the district.
- May be required to take minutes at Board of Trustees meetings and prepare official minutes for appropriate review and distribution in the absence of the Assistant to the Superintendent.
- Collects and compiles information pertaining with specified administrative or educational activities and operation functions as assigned.
- Collects and compiles information pertaining to collective bargaining.
- Compiles information for the preparation of collective bargaining sessions and special collective bargaining reports.
- Receives, handles and processes collective bargaining and grievance information ensuring that the security and strict rules of collective bargaining laws are maintained.
- Performs other related duties similar to the above in scope as required.

LICENSES AND CERTIFICATES

Possession of a valid and appropriate California Driver's License (Employment Requirement)

ESSENTIAL FUNCTIONS:

When performing the duties of this job, the employee is regularly required to sit, walk, and stand, sometimes for prolonged periods of time (sit for a minimum of two hours without interruption); operate a computer and keyboard for extended periods of time; maintain visual acuity to review written documentation; hear and understand speech at normal room levels and on the telephone; speak and communicate with staff and public; taste and smell; demonstrate manual dexterity to operate equipment; lift horizontally and vertically 25 pounds; bend, squat and stoop. The employee must be able to perform the duties of a rigorous work schedule, including visits to school sites.