

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

TITLE: Confidential Administrative Assistant – Business Services

JOB CLASSIFICATION: Confidential

REPORTS TO: Chief Business Official

EVALUATED BY: Chief Business Official

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; 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 accurate mathematical calculations and fiscal analysis.
- 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 workload of tasks to meet established timelines.
- Operate a variety of standard office equipment such as personal computer, typewriter, calculator, transcriber, copier, printer, etc.
- 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.
- Fluent with Microsoft Office products and tools to streamline business operations.

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 the Chief Business Official, assist by planning, coordinating, and participating in the support activities related to the responsibilities of the District's business operations; receive general supervision within a framework of standard policies and procedures; requires initiative, organizational skills, analytical and problem solving skills, and independent judgment in the processing of routine office details not requiring the immediate attention of the Chief Business Official. This position deals directly with collective bargaining data.

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 Chief Business Official.
- Performs varied and responsible administrative assistant duties to assist in the coordination and processing of routine administrative operations for Chief Business Official.
- Prepares a variety of documents and materials such as interoffice communications, requisitions, forms, letters, reports, statistics, schedules, instructional materials, specifications, etc., from rough draft or verbal instructions and independently composes correspondence related to office operations.
- Maintains and monitors accounts, records, and running balances; performs necessary calculations and analysis.
- Orders supplies and process purchase orders; maintains records of purchase orders, invoices and expenditures.
- Prepares and distributes monthly enrollment summaries including Average Daily Attendance Period reports to the State (P-1, P-2, and P-Annual reports 3 times a year); verifies that independent study is properly coded; serves as support and source of information for school administrative assistants on issues of attendance.
- Coordinates the ordering of student accident insurance forms for all sites; processes all incident reports, vehicle accident reports and property loss reports; handles any claims that may arise from the reports, requests certificates of insurance for the district upon request.
- Manages Visa account district wide.
- Screens and processes Facilities Use Applications, manages database, ensures insurance documents from users are on file; issues invoices, processes payments, maintains Facility Use Manual, serves as the District's main point of contact associated with the use of facilities.
- Independently prepares agenda items for Board of Trustees which include warrants, gifts, surplus, school parcel tax, and others as directed and/or necessary.
- Coordinates donations (monetary or physical items) given to the District and ensures items are reported to the Board of Trustees.
- Prepares scholarship checks awarded to students.
- Maintains database of all invoices paid to Non-Public Schools.

- 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.
- Maintains an inventory of Fiscal Services' files, ensures annual turnover of files, and coordinates the disposal of files.
- Coordinates the Parcel Tax Senior Exemptions for the District.
- Ensures that W-9s and 501 (c)(3)s are sent as requested.
- Takes and/or transcribes dictation and/or word-processing as required.
- Arranges and schedules a variety of meetings; notifying participants, confirming dates and times, reserving meeting sites and preparing needed materials.
- Attends meetings, takes minutes, transcribes and distributes minutes to appropriate staff/personnel including those which fall into the collective bargaining laws.
- 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; prioritizing and designating 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.
- Oversees the work of office support staff in a lead capacity and supervises the work of assistants.
- 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.
- 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 to specified administrative or educational activities and operation functions as assigned.
- Analyzes and prepares reports and back up information to produce invoices for outside organizations, including PTAs, SMFC Education Foundation, and after school sports.
- Assists Fiscal Director with documents and letter pertaining to Developer Fees and for outside auditors.
- Coordinates the Safety Program. Arranges Safety Committee meetings, purchases supplies, and maintains active communication with committee members and sites.
- Acts as liaison between the District and the San Mateo Schools Insurance Group.
- Handles student and non-student Incident Reports and claims, as well as District property claims.
- Analyzes data for the SIPP Property Schedules and for the Certificate of Insurance reports.

- Plans and coordinates custodial support for the District Offices building, ensuring all building complexes are clean and meet safety standards.
- Maintains and monitors District vehicle records and gas card account.
- Updates bargaining unit contracts.
- Collects and compiles data related to collective bargaining.
- Compiles information and provides fiscal analysis for the preparation of collective bargaining sessions, and special collective bargaining reports.
- May receive, handle, and process collective bargaining and grievance information ensuring that the security and strict rules of collective bargaining laws are maintained.
- Proactively addresses issues and helps facilitate efficient business operations.
- 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.

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.