

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

TITLE: Assistant to Superintendent

JOB CLASSIFICATION: Confidential

REPORTS TO: Superintendent

EVALUATED BY: Superintendent

QUALIFICATIONS:

Knowledge of:

- The Brown Act and management of requisite mandates.
- Proper office methods and practices, procedures, equipment, filing systems, business correspondences and telephone techniques.
- School District functions, policies, and principles of school administration, organization, and supervision.
- Proper English usage, grammar, spelling, vocabulary and punctuation.
- Personal computer operations and software including word processing, spreadsheets, data base management, desktop publishing and graphic programs.

Ability to:

- Learn, interpret, and carry out complex oral and written instructions.
- Learn, interpret, explain, and successfully apply policies, procedures, rules, and regulations.
- Speak and write effectively and independently.
- Compose, prepare and/or edit letters, written and statistical reports and documents.
- Type at a net speed of 60 words per minute from clear copy.
- Apply good judgment in recognizing the scope of authority as delegated.
- Analyze situations and make decisions on administrative/procedural matters without immediate supervisor.
- Maintain the security and confidentiality of specified records, information, and files.
- Organize, prioritize and coordinate work flow so as to meet required timelines.
- Work cooperatively with all persons communicating tactfully and effectively in both oral and written form.
- Deal with the public and District employees in an effective, tactful, and diplomatic manner.
- Operate and maintain standard office equipment.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Use internet including internet research.

Education and Experience:

Any combination equivalent to graduation from high school and six years of increasingly responsible administrative assistant experience with at least one year at the level equivalent to an executive administrative assistant or higher. Preferably experience in the field of public education. Work experience in the private or public sector supporting successful interaction with the public. Notary Public desirable. Associate of Arts Degree/ Bachelor's Degree is desirable.

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under direction of the District Superintendent, performs a variety of highly responsible and confidential secretarial and administrative support services for the District Superintendent and Board of Trustees. Employees in this classification receive limited supervision within a broad framework of policies and procedures. This job class is highly visible and requires discretion, initiative, and sound judgment as well as proven ability to perform the needed executive secretarial support services. This is a position designated in the collective bargaining law.

The Assistant to the Superintendent classification differs from that of other administrative assistant positions in that it is the most varied, technical and confidential of all administrative assistant, clerical or support staff positions. This position requires the highest degree of diplomacy, initiative, independent judgment, and creativeness with wide discretion in handling public contacts.

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

- Processes administrative details not requiring the immediate attention of the Superintendent.
- Performs varied and responsible duties to assist in the processing and completion of administrative operations for the Superintendent.
- Coordinates the preparation, distribution and posting of agendas for Board of Trustees, Management and other meetings.
- Attends all board meetings as recording secretary and prepares the official minutes for appropriate review and distribution.
- Maintains official minutes of Board of Trustee meetings.
- Ability to transcribe highly confidential material.
- Composes routine correspondences independently.
- Schedules and arranges meetings, appointments, travel, and conference arrangements for the Superintendent and Board of Trustees.
- Prepares, indexes, and binds Board minutes and maintains historical files for the District.
- Serves as Conflict of Interest Officer for the District.
- Receives incoming and outgoing mail for the Superintendent's office, prepares resolutions, contracts, and required documents as directed.
- Receives, responds and follows timelines related to Public Records Requests.
- Manages the Superintendent's and Board of Trustees' meeting calendars and keeps them informed of upcoming items and agendas.
- Supervises the scheduling for Board and Conference Room meetings.
- Screens visitors, telephone calls, and mail for the Superintendent.
- Acts as information source regarding the District's policies, procedures, and objectives;

receives and interviews callers and gives out information where judgment, knowledge, and interpretation are utilized especially in the proper handling of confidential files or information.

- Composes letters, correspondence, memorandums, reports, confidential and other materials such as resolutions, actions, evaluations, schedules, reports, and minutes.
- Receives and refers complaints and matters of concern for follow up on resolution.
- Manages special projects, assignments, and activities for the Superintendent and Board of Trustees.
- Transmits directives and decisions on behalf of the Superintendent to various employees, departments, and community members.
- Maintains confidential files and information relating to the District's employer/employee relations and responsible for receiving and processing matters relating to employee negotiations as directed.
- Establishes and maintains administrative confidential and/or official District files.
- Prepares information needed in administrative decisions and in facilitating implementation of District policies and programs.
- Receives, reviews, and verifies documents, records, reports, and forms for accuracy, completeness, and conformance to applicable rules, regulations, policies, and procedures.
- Coordinates and prioritizes work flow within the office and in conjunction with other units and agencies.
- Supervises other clerical personnel, providing guidance, direction, and indirect supervision to support staff as assigned.
- Operates personal computer to perform word processing, runs spreadsheets, database management, desktop publishing and graphics programs.
- Conducts research and prepares reports at the request of the Superintendent or the Board of Trustees.
- Assists in budget planning and expenditures control procedures pertaining to the Superintendent's office.
- Updates Board Policies as needed.
- Orders necessary supplies.

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.