



**BERKELEY UNIFIED SCHOOL DISTRICT**  
**Human Resources Department**

**CLASSIFICATION AND  
POSITION DESCRIPTION**

TITLE:	<b>Adult School Program Specialist</b>	REPORTS TO:	<b>Assigned Supervisor</b>
DEPARTMENT/SCHOOL:	<b>As assigned</b>	CLASSIFICATION:	<b>Non-Administrative Classified Technical</b>
FAIR LABOR STANDARDS ACT CLASSIFICATION:	<b>Non-Exempt</b>	WORK YEAR: HOURS:	<b>11 months/Calendar 5019 7.5 hours per day or duty days/hours as assigned</b>
APPROVED: Board Commission		SALARY GRADE: <b>\$4604 - \$5611</b>	<b>Schedule: 56 Range: 52</b>

**BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform varied and responsible administrative support duties to relieve the administrator of administrative and clerical detail; plan, coordinate and organize office activities and coordinate flow of communications and information for the administrator; prepare and maintain a variety of manual and automated records and reports related to assigned activities.

**DISTINGUISHING CHARACTERISTICS:**

The Administrative Assistant II classification performs varied and responsible administrative assistant duties requiring thorough understanding of a program or functional area. Incumbents provide primary administrative support to a manager of a large program or director of a small department.

The Administrative Assistant III classification provides primary and complex administrative support to a large District-wide program or multiple District-wide programs of a complex nature. Incumbents require thorough knowledge of organizational operations, policies and procedures and assigned department or programs.

The Administrative Assistant I classification provides primary support to a manager of a program or secondary support to higher-level administrators.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

- Perform varied and responsible administrative support duties to relieve the administrator of administrative and clerical detail; plan, coordinate and organize office activities and coordinate flow of communications and information; assure smooth and efficient office operations
- Serve as primary administrative support to the assigned administrator; perform public relations and communication services for the administrator; receive, screen and route telephone calls; take, retrieve and relay messages as needed; schedule and arrange appointments, conferences and other events
- Receive visitors, including administrators, staff, and the public; provide information or direct to appropriate personnel; exercise independent judgment in resolving a variety of issues; refer difficult issues to the administrator as needed; provide general information and assistance related to program or organizational operations and related laws, rules, regulations, policies and procedures

- Compile information and prepare and maintain a variety of records, logs and reports related to programs, students, financial activity, budgets, attendance, staff, projects and assigned duties; establish and maintain filing systems; revise, verify, proofread and edit a variety of documents
- Input a variety of data into an assigned computer system; establish and maintain automated records and files; initiate queries, develop spreadsheets, manipulate data and generate various computerized lists and reports as requested; assure accuracy of input and output data
- Compose, independently or from oral instructions, note or rough draft, a variety of materials such as inter-office communications, forms, letters, memoranda, bulletins, agenda items, labels, fliers, requisitions, handbooks, newsletters, brochures, certificates, contracts and other materials; format materials to meet program and office needs
- Research, compile and verify a variety of data and information; compute statistical information for various reports as necessary; process a variety of forms and applications related to assigned functions; duplicate and distribute materials as needed
- Coordinate, schedule and attend a variety of meetings, workshops and special events; prepare and send out notices of meetings; compile and prepare agenda items and other required information for meetings, workshops and other events; set up equipment and supplies for meetings and other events as needed; take, transcribe and distribute minutes as directed
- Perform a variety of clerical accounting duties in support of assigned program or office as assigned; monitor funds for income and expenditures; assist in assuring expenditures do not exceed established budget limitations as assigned; calculate, prepare and revise accounting and budgetary data; balance and reconcile assigned accounts and budgets as required
- **Oversee the accounts receivables and payables for the adult school. Ensures proper billing to adult school partners, reconciles all billing issues. Processes all invoices according to established procedures; verify work completed or materials received; approves billings and submits to accounting for proper and timely payment.**
- Perform special projects and prepare various forms and reports on behalf of the assigned administrator; attend to administrative details on special matters as assigned
- **Prepare, negotiate and review MOU's with contracting vendors, student service providers and independent contractors. Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns.**
- Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software
- Receive, sort and distribute mail; receive and respond to e-mails; prepare and distribute informational packets and bulk mailings as directed
- Maintain appointment and activity schedules and calendars; coordinate travel arrangements and hotel reservations as necessary; reserve facilities and equipment for meetings and other events as needed
- Monitor inventory levels of office and designated supplies; order, receive and maintain appropriate levels of inventory as required; prepare, process and code purchase orders and invoices as assigned; arrange for billings and payments as directed

- **Responsible for ordering all adult school text books and instructional materials; Including sourcing and pricing including maintaining inventory and collection of books and oversee the book school sales an inventory.**
- **Performs technical HR and Payroll functions for the program, including verifying FTE, verifying and calculating instructional hours on timesheet, managing and reporting benefit eligibilities, calculating hours for STRS retirement reporting, monitoring and reporting step increases and sick leave, reviewing and completing personnel actions.**
- **Monitor funds and account balances of assigned programs and related financial activity for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits and fiscal practices are followed. Generates budget transfers from appropriate budget codes as appropriate and as need. Assist Adult School Principal and Budget Analyst with preparation of fiscal budget.**
- **Conducts routing accounting activities for accounts payables, accounts receivable, cash deposits, recording and cash management. Reconciles bank statements, prepares accurate account distributions of cash receipts and disbursements. Answers inquiries from district employees and outside vendors regarding accounts.**