

## **JOB DESCRIPTION**

### **ADMINISTRATIVE ASSISTANT, SUPERINTENDENT'S OFFICE (ESD)**

**261 Days – Range 44 CSEA Salary Schedule (ESD)**

**SUMMARY:** Under general direction, to perform highly skilled secretarial work for cabinet-level administrative officials, by planning, organizing, supervising and participating in the clerical operations related to his/her assigned responsibilities; to be responsible for a variety of routine or quasi-administrative details, and to do related work as required.

#### **EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assist and relieve the administrator and executive assistant with technical, clerical and administrative details
- Assist with the development of Elementary School District Board agenda items
- Independently compose a variety of correspondence
- Assemble and prepare material for agenda items, meetings and conferences
- Type a variety of materials including correspondence, narrative and statistical reports, contracts and forms
- Gather data and information and assume responsibility for replying to various inquiries and questionnaires,
- Assist with the development of the Board Packet and related items
- Provide support and assistance to maintain the District's website and relative social media outlets
- Research assigned topics and prepare required reports; assemble and process a variety of budget related information; screen visitors and schedule appointments
- Maintain a variety of forms and post financial and statistical information to records
- May serve as secretary to a variety of committees
- May train and coordinate the work of other office workers
- Review and check documents, records and forms for accuracy, completeness and conformance to proper format and applicable rules and regulations
- Receive and handle heavy telephone and personal contacts from schools, staff and other agencies and the general public where judgment, knowledge and interpretation of policies and regulations are necessary
- Evaluate communication priorities, keep administrator informed and relay information from him/her
- Screen and distribute mail and identify and refer matters to the administrator in order of priorities
- Operate a variety of office equipment including word processing equipment and computer terminals
- Order and maintain inventory of office supplies and materials; attend a variety of workshops, in-services and other training and informational presentations
- Take notes for letters, reports, and memoranda and accurately transcribes and notes areas requiring personal action
- Is responsible for preparation of Administrative Council Meetings, preparing agendas and materials, the taking and distribution of minutes
- Make reservations and arrangements for a variety of meetings and conferences
- Attend to administrative details on special matters, as assigned
- Compile and prepare reports in accordance with oral and written instruction
- Assist with the Superintendent's appointment calendar, greets and coordinates the Superintendent's callers. Receive the Superintendent's telephone calls
- Assist with the preparation of district policies, keeping policy books current by making policy changes after board adoption
- Participate in preparation of the Superintendent's newsletters and other publications
- Provide information and assistance to schools and departments regarding a variety of matters
- Conduct a variety of other secretarial, and general clerical work, including the operation of office equipment
- Process purchase order requisitions, claim forms, and monthly credit card statements
- Assist, coordinate and prepare District Master Calendar
- Perform additional duties which may be assigned

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**REQUIRED EXPERIENCE/EDUCATION/CLEARANCES:**

- High School graduation or general education degree (GED); two years college and/or comparable experience
- TB Clearance
- DOJ Fingerprint Clearance (upon offer of employment)

**OTHER SKILLS AND ABILITIES:**

Understands the nature of confidentiality and maintains confidential District information. Knowledge of administrative coordination of general office methods, practices, procedures, and office machine operations. Ability to perform general clerical work of average difficulty; tactfully and effectively greet and assist Superintendent's callers; computer knowledge and word processing skills; understand and carryout oral written directions; have the ability to work with teachers, classified employees and students in such an effective manner that the contacts build excellent relations between school, board, and community. Ability to take accurate notes for transcribing into formal minutes.

Knowledge of school district operations and California Department of Education.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine and complex reports and correspondence. Ability to speak effectively before groups of customers or employees of organization. A bilingual (Spanish) candidate is preferred.

**MATHEMATICAL SKILLS:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**PHYSICAL REQUIREMENTS:**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting (up to 20 pounds), carrying, pushing, and/or pulling; significant manual dexterity, ability to perform keyboarding tasks, sufficient hearing and speaking ability for normal voice level conversations, telephone conversations, and to hear and speak to be understood in indoor and outdoor settings. The job includes 40% sitting, 40% walking, and 20% standing.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. This job is performed in an office environment.

The noise level in this position varies. When visitors enter the office the noise level can be loud, in the office, quiet, and at meetings moderate.

Board Approved:

*The Board of Education prohibits unlawful discrimination against and/or harassment of district employees and job applicants on the basis of actual or perceived race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sex or sexual orientation at any district site and/or activity. The Board also prohibits retaliation against any district employee or job applicant who complains, testifies or in any way participates in the district's complaint procedures instituted pursuant to this policy.*