



DRAFT POSITION DESCRIPTION

Title: Confidential Administrative Assistant – Business Services

Department: Business Services

FLSA Classification: Non-Exempt

Bargaining Unit: Confidential

Work Year: 12 Month

Reports to: Deputy or Assistant
Superintendent - Business Services

Board Approval Update: TBD

Salary Grade: Confidential Salary Schedule Range -18

PRIMARY FUNCTION:

Under general supervision, the Confidential Administrative Assistant will provide high-level support to the Deputy or Assistant Superintendent of Business Services; to perform highly complex and responsible administrative projects those are financial or legal in nature, or of a confidential nature, and to perform related work as assigned.

The ability to communicate effectively both orally and in writing; exercise independent judgment; create and maintain effective working relationships; handle difficult situations in a professional manner. Knowledge of office practices and procedures. Knowledge of school district policies, school finance, accounting, familiar with legal requirements, research techniques, best business practices, and sophisticated computer software. Maintain records and filing systems.

ESSENTIAL JOB RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Serves as the senior-most administrative support with multiple sub-functions, performing technical and highly complex secretarial and administrative duties involving independent judgment, proper handling of extremely confidential and sensitive information and understanding departmental functions and procedures. Train and provide work direction to others.
- Independently prepare written documents and reports suitable for presentation to the Board of Education and community interest groups
- Prepare agenda materials utilizing online agenda program for submission to the Board of Education.
- Utilize Microsoft PowerPoint, Word, Excel and Google G Suite
- Monitor a variety of school district contracts and legal agreements involving other agencies, charter schools, and private companies.
- Create/maintain all contracts before and after they are Board approved
- Act as point-of-contact with Redwood Empire Schools Insurance Group for liability issues, certificates of insurance, lawsuit coordination, and other legal concerns.
- Process and facilitate all insurance claims
- Maintain all student accident reports
- Perform timely and effective communications with internal and external parties
- Compose letters, memoranda and internal documents with a minimal direction
- Develop and maintain files of correspondence, records, logs, and budgets
- Create new web pages, maintain and regularly update the Business Services section of District website.

- May be required to take minutes of meetings, including but not limited to the Board of Education, staff, and during negotiations.
- Attend and take minutes at meetings, some of which may be in the evenings or weekends, including but not limited to Citizen Oversight Committees for all Bond Measures and Budget Advisory Committee
- Assist, support, and may substitute for the Chief Assistant to the Superintendent and Board of Education as needed.
- Maintain and monitor the annual working calendar for Business Services Departments
- Collect and compile information in response to Public Records Act requests, develop and maintain new PRA reporting portal
- Check reports, records, forms and other documents for accuracy, completeness, and conformance with school district standards.
- Assist in the management of designated programs, including Property & Liability Insurance and student transportation
- Assist members of the public regarding school boundary inquiries and other pertinent subjects
- Monitor and order office supplies
- Perform related duties as required

KNOWLEDGE AND ABILITY:

- Strong interpersonal, verbal and written communication skills
- Learn, interpret and apply school district rules, laws and policies with good judgment, while independently carrying out a variety of technical procedures
- Compose correspondence independently; take responsibility and use good judgment in recognizing the scope of authority
- Deal effectively with a wide variety of personalities and situations with tact, judgment, and poise
- Make arithmetic calculations quickly and accurately
- Demonstrated ability to maintain confidentiality
- Attention to detail, while possessing the ability to multi-task
- Creative, flexible, and innovative team player
- Proficiency in Microsoft Word, Excel, PowerPoint, and G Suite
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm
- Must be able to speak, read, write, and understand the primary language(s) used in the workplace

WORKING CONDITIONS:

- Office environment.
- Overtime hours may be required to meet project deadlines.
- Some local travel may be required
- CA Driver's License required

MINIMUM QUALIFICATIONS

Education and Experience

- Minimum three (3) years of administrative and office support experience that shows a track record of providing a high level of support to an executive or principal of an organization.
- Persons with an Associate's or Bachelor's degree may combine experience with education.
- Experience working with a school district is desirable.

TECHNOLOGY AND COMPUTER APPLICATIONS USED:

- ESCAPE (SCOE)
- Microsoft Word, Excel, PowerPoint
- Google G Suite for Education
- Agenda Online
- Next Request
- Illuminate Ed

PHYSICAL ABILITIES:

- Sitting for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard, mouse, and other devices.
- Able to lift up to 25 pounds