

## ADMINISTRATIVE ASSISTANT

### DEFINITION:

Under general direction, work as assistant and provide administrative support to an upper-level administrator having district wide or cabinet level responsibility. This position exercises independent judgment and initiative in organizing office activities, supervising clerical staff, coordinating communications and performing responsible and complex administrative, secretarial and clerical duties; performs assigned or unassigned technical activities; may take, transcribe, and prepare minutes of public meetings, and negotiation sessions; initiate correspondence, including that used by the District in collective bargaining; perform related work as necessary or required.

### CLASS CHARACTERISTICS:

Positions in this class serve upper-level administrators at the executive management level who provide leadership and direct critical operations district-wide. Incumbents must have working knowledge of the district organization, Board Policy and Administrative Regulations, labor agreements, Merit Rules, and applicable Education Code sections. Positions in this class relieve and assist the administrator of complex administrative tasks, make independent decisions and research, and/or compose, prepare, revise and/or update Board agenda items, reviewing for compliance with legal requirements and inclusion of necessary exhibits and backup materials. Positions in this class have access to and/or direct knowledge of confidential information as defined in Government Code 3540.1(c).

### EXAMPLES OF DUTIES:

Draft or compile financial, statistical, narrative or other reports utilizing independent judgment in collecting, analyzing and processing data, including bargaining unit materials of a confidential nature (pursuant to Govt. Code 3540.1(c)). *E*

Take, transcribe, prepare and report official minutes or conference dictation, including materials of a confidential nature (pursuant to Govt. Code 3540.1(c)), using experienced business judgment. *E*

Prepare collective bargaining information for use in negotiations with the Certificated and Classified bargaining units. *E*

Compile and prepare required collective bargaining information for inclusion in the annual State Mandated Cost Claim Report. *E*

Depending upon the department to which assigned is responsible for preparation and maintenance of annual standard District leases and required insurance certificates; preparation of student expulsions, suspensions, exclusions, crime reports and law enforcement notification; facilitation of Certificated or Classified leaves of absence in conjunction with collective bargaining agreements, Education Code, Labor Law, and/or Merit System Rules; record and take minutes of Board of Trustees, Personnel Commission meetings or collective bargaining negotiation sessions and process post-meeting documents as needed. *E*

Prepare and/or compose a wide variety of reports, letters, memos, statistical data and other materials with or without rough drafts, copies, brief notes, general instructions or transcribing machine recordings, to ensure the information is accurate, and consults with other appropriate administrative staff members as necessary. *E*

***E* denotes an essential function of the job.**

Compose, compile, edit, or update Board Agenda items for administrative review. *E*

Organize and coordinate office activities to ensure effective communications, as well as maintain filing and record-keeping systems to relieve the administrator of office details. *E*

Take, edit and prepare dictation involving substantial technical terminology, organizational and procedural knowledge, and familiarity with laws, policies and directives. *E*

Handle correspondence, and inquiries concerning the specific application of District and office policies and procedures with accuracy, promptness, tact, sensitivity and confidentiality. *E*

Independently perform department tasks such as maintain a schedule of administrator=s appointments and department deadlines, coordinate and prepare for meetings, maintain monthly calendar, screen calls and visitors, and open, prioritize, and route administrator's mail and correspondence.

Take appropriate independent action on a variety of complex and time-sensitive issues in the absence of the administrator.

Perform related tasks as necessary or required.

#### **SUPERVISION:**

Receive general direction from an upper-level administrator having district wide or cabinet level responsibility.

Provide leadership, direction and coordination within the department assigned.

#### **MINIMUM QUALIFICATIONS:**

##### **Knowledge of:**

Principles of leadership, office organization and management, public relations, supervision and training;

Agenda preparation;

Letter and report preparation techniques;

Modern office methods, procedures, terms, equipment;

Word processing, spreadsheet, data management, Internet and E-Mail computer applications;

Business office telephone techniques and etiquette,

Correct English usage, spelling, grammar, punctuation and vocabulary;

Basic mathematics used in an office environment;

Standard record, filing systems and procedures;

Basic objectives, organization, functions of a California school district.

Ability to:

Maintain confidentiality of privileged and sensitive information related to negotiations and district actions;

Plan, organize and prioritize work of self and others;

Coordinate and expedite a large volume of administrative detail efficiently, independently, and effectively;

Perform and supervise difficult, complex and confidential, administrative, and secretarial work involving independent judgment and requiring accuracy and speed;

Analyze difficult and sensitive situations and adopt an appropriate course of action;

Understand, interpret and explain a variety of policies, procedures and technical written material and information to a diverse community;

Operate various office and specialized equipment including a PC (personal computer) and effectively utilize software applications such as word processing, spreadsheet, data base management, Internet and E-Mail to enter data and maintain records;

Research, gather, and analyze information from a variety of sources, to produce clear, comprehensive reports;

Compose correspondence independently;

Develop, organize, locate, and maintain diverse and confidential records;

Understand, interpret and apply codes, Administrative Regulations, Board Policies, Merit System Rules and verbal directions to specific situations using good judgment, tact and poise;

Keyboard at a net corrected speed of 60 WPM;

Take stenographic notes/dictation and accurately transcribe into clear, concise copy;

Understand and carry out oral and written instructions;

Interact with management, school staff, and community members effectively utilizing superior written and verbal skills as well as interpersonal and presentation skills;

Establish and maintain effective work relationships.

**EDUCATION AND EXPERIENCE:**

Individuals possessing the knowledge, skills and abilities listed above are considered to possess the education necessary to succeed in the position. Typically this knowledge and these skills and abilities are acquired through several years of varied, increasingly responsible secretarial experience, preferably for an administrator in a public education environment. (Two years of secretarial science or closely related college education may be substituted for one year of the required experience.)

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Safely lift, carry, push up to 25 pounds; frequently sits and stands; occasionally walks, stoops, bends and reaches over head; repetitively uses fingers on both hands simultaneously; communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in an office environment; uses a personal computer and telephone; works inside exclusively; has direct contact with public and other district staff, may deal with difficult and/or negative interpersonal situations; frequently works with high volumes and tight deadlines without supervision.

Last revised 10/11/01

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