



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



ADMINISTRATIVE ASSISTANT

JOB SUMMARY:

Under general direction of a cabinet-level administrator, performs a variety of duties relating to the planning and coordination of an assigned area listed below. Relieves the administrator of administrative procedural details; aids the administrator by coordinating office services such as serving as liaison between the administrator, district employees, and the community. This position exercises independent judgment and initiative in organizing office activities, leading clerical staff, coordinating communications and performing responsible and complex administrative, secretarial and clerical duties; performs assigned or unassigned technical activities.

CLASS CHARACTERISTICS:

Positions in this class serve cabinet and upper-level administrators at the executive management level who provide leadership and direct critical operations district-wide. This position is distinguished from other secretarial positions by the complexity of the administrative duties, level of supervision, scope of responsibilities, level of independent judgment and interpretation required. 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 supporting materials. Positions in this class have access to and/or direct knowledge of confidential information as defined in Government Code 3540.1(c).

REPRESENTATIVE DUTIES (*E denotes an essential function of the job.*):

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 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*

Compose, compile, edit, and/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; *E*

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

Assist in the development of the department's budget and monitor expenditures; *E*

May be required to attend evening Board meetings and other sub-committee meetings pertaining to the area of responsibility;

May provide assistance to Workers' Compensation program and to the Executive Secretary to the Superintendent;

Perform other duties as required to accomplish the objectives of the position.

When Assigned to Human Resources

Research and prepare collective bargaining information for use in negotiations with the certificated and classified bargaining units; *E*

Take, transcribe, and prepare minutes of public meetings, and negotiation sessions; initiate correspondence, including that used by the District in collective bargaining; *E*

Coordinate certificated or classified leaves of absence in conjunction with collective bargaining agreements, Education Code, Labor Law, and/or Merit System Rules; *E*
Record and take minutes of Board of Trustees or collective bargaining negotiation sessions and process post-meeting documents as needed; *E*

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

Assist the department administrator in coordinating the work flow of Human Resources personnel, review the work of clerical staff, and perform the more complex and specialized assignments; *E*

Monitor performance evaluation schedules; *E*

Create and maintain the certificated employee seniority list;

Work with department administration in the coordination of layoffs.

When Assigned to Administrative Services

Prepare and maintain annual standard District leases and required insurance certificates; *E*

Conduct difficult and detailed professional-level analytical work to support the administration of property liability and self-insurance programs; *E*

Develop appropriate risk management programs by analyzing the District's claims, losses and accident history; *E*

Provide counsel and advice to school sites and departments concerning accident prevention, risk reduction and loss control; *E*

Review and evaluate District contracts and proposed insurance language for District insurance requirement compliance; *E*

Assist the department administration in the administration of Student Accident Insurance program; *E*

May be required to work on special projects for the Superintendent; *E*

Monitor the overflow of enrollment, prepare reports and advise administrator (s) on proposed course of action; *E*

Provide support to other Administrative Service directors as needed.

SUPERVISION:

Receive general direction from an administrator having 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;
- Letter, report and agenda 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, composition and vocabulary;
- General mathematics used in an office environment; Principles, procedures and techniques of record keeping, record management, filing systems;
- District functions, policies, rules and regulations;
- Basic objectives, organization, functions of a California school district;
- Budgeting practices regarding monitoring and control.

Ability to:

- Communicate effectively both orally and in writing, including writing complex reports and presentations;
- 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, presentation, 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;

- 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 interpersonal relationships using tact, patience and courtesy.

EMPLOYMENT STANDARDS:

Education:

- High school diploma or equivalent;
- 24 units of coursework in secretarial science or closely related field may be substituted for one (1) year of the required experience.

Experience:

- Four (4) years of responsible secretarial experience is required, preferably working for an administrator in a public education environment.

LICENSES REQUIRED:

Some positions may be required to obtain a Notary Public certificate.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Last revised 10/11/01

Revisions effective 1/19/06

Job Description Review and Revisions Effective: 11/14/2013