

CENTRAL SCHOOL DISTRICT

Job Title: Administrative Assistant to the
Assistant Superintendent of Business Services

Occupational Group: Confidential

Reports to: Assistant Superintendent of Business Services

Work Year: 12 months

Board Approval: 10/15/2009

Revision: 9/20/2012

DEFINITION

Under direction, to serve as a confidential secretary and administrative assistant to the Assistant Superintendent, Business Services; to perform highly complex, technical and confidential secretarial and administrative functions thereby relieving the Assistant Superintendent, Business Services of administrative and clerical detail; to organize and coordinate the staff activities of the office of the Assistant Superintendent, Business Services; and to do other related work as required.

QUALIFICATIONS

Education/Certification:

- Equivalent to the completion of the twelfth grade, supplemented by course work or training in business office management, organizational management and supervision, and related technical skill areas at the community college level.

Experience:

- Five years of highly responsible office experience. Previous experience using personal computers, word processing software and/or other computerized systems.

Qualification:

- Type at a net corrected speed of 60 words per minute.

Desired Qualification:

- Take and transcribe dictation accurately at a speed of 80 net words per minute.
- To hold or ability to obtain a Notary Public Commission.

Knowledge and Abilities:

Knowledge of:

Principles, procedures, methods, strategies, and techniques of the office of the Assistant Superintendent, Business Services; modern office practices and equipment, including automated data management, storage and retrieval systems; principles, goals and objectives of a public education system; legal mandates, policies, regulations and procedures which govern the activities of the Business Department; effective and efficient communication techniques, strategies and procedures; English usage, spelling, punctuation, grammar and manuscript and report formatting.

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Ability to:

Coordinate, organize and schedule administrative and clerical functions and activities; effectively and efficiently perform highly responsible secretarial and administrative assistant functions; analyze situations carefully and adopt effective courses of action; compile and prepare accurate and comprehensive reports; communicate effectively in oral and written form; establish and maintain a variety of complex, privileged and sensitive files and records; make arithmetical calculations with speed and accuracy; understand and carry out oral and written directions; establish and maintain cooperative working relationships; perform difficult and responsible administrative work with accuracy and speed; operate a computer and demonstrate a familiarity with a variety of software applications; enhance work performance through technology; provide positive customer service.

ESSENTIAL & REPRESENTATIVE DUTIES – Duties may include, but are not limited to, the following:

1. Serve as a confidential secretary and administrative assistant to the Assistant Superintendent, Business Services. **E**
2. Interpret policies, operational regulations and procedures for the guidance of other employees and the public. **E**
3. Attend to administrative details on special matters assigned to the Assistant Superintendent, Business Services. **E**
4. Work with other offices in the District coordinating specific clerical activities to ensure accomplishment within a timeline. **E**
5. Compose routine items for Board presentation and coordinate the preparation of the component sections of the Board agenda. **E**
6. Gather information and summarize data pertinent to a variety of administrative and operational areas and compile accurate and comprehensive reports and surveys. **E**
7. Establish and maintain complex and confidential files and records. **E**
8. Independently prepare and review for the Assistant Superintendent, Business Services' correspondence, memoranda, reports and a variety of other communicative subject matter that may include privileged and highly sensitive material. **E**
9. Maintain a calendar of appointments, meetings, activities and events, and schedule appointments, conferences and meetings for the Assistant Superintendent, Business Services. **E**
10. Use a variety of office technology. **E**
11. Attend various meetings and take and transcribe notes.
12. Prepare meeting minutes for editing and distribute minute summaries as required.
13. Take and transcribe dictation pertaining to correspondence, memoranda, reports and a variety of other subject matter which may be sensitive, privileged and highly confidential.
14. Plan, develop and implement office procedures and working forms.
15. Sort and route mail and respond to routine correspondence.
16. Collect and process developer fees and applications, and work with demographic consultants.
17. Collect and process applications for use of facilities, and invoice users.
18. Prepare work orders for District Office maintenance and other sites as needed.
19. Perform monthly safety inspection for District Office and complete required form.
20. Work with parent support groups to ensure compliance with regulations.
21. Work with transportation providers to establish bus routes and stops, and handle parent concerns.

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WORKING CONDITIONS

Office environment, subject to constant interruptions; employees in this class spend prolonged periods of time at a computer terminal; employee may be exposed to communicable diseases and anti-social/hostile behavior.

PHYSICAL ABILITIES

Dexterity of hands and fingers to operate modern office equipment; sitting or standing for extended periods of time; bending at waist, kneeling or crouching; seeing to read a variety of materials; hearing and speaking to exchange information; reaching overhead, above shoulders and horizontally; ability to lift up to 40lbs.

Central School District does not discriminate in employment on the basis of race, color, ancestry, national origin, religious creed, sex, physical handicap (including AIDS), medical condition (cancer-related) age (over 40), sexual orientation, or marital status and is subject to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and California Labor Code 1102.1.