

William S. Hart Union High School District

Position Description

Position: Administrative Assistant, Superintendent's Office - Confidential	
Job Family: Secretarial/Clerical	FLSA: Non-Exempt
Approved by: Personnel Commission, January 25, 2012	Salary Range: C-9

Summary

Under the direction of the Superintendent or designee, performs a full range of sensitive, highly responsible and complex administrative, secretarial, and technical support functions in support of the Office of the Superintendent. Maintains confidentiality in matters pertaining to employer-employee relations/negotiations, Board of Education, District, pupil, or controversial issues.

Distinguishing Career Features

The Administrative Assistant, Superintendent's Office is part of a career path encompassing administrative and secretarial support. Advancement to Administrative Assistant, Superintendent's Office requires five years of progressive secretarial experience and the ability to perform highly responsible administrative support duties in an office dealing with confidential and sensitive topics and services. Advancement to a Senior Administrative Assistant position is based on need and compliance with the qualifications of the position including the ability to perform specialized and complex administrative support duties associated with an Assistant Superintendent or senior management office. Advancement to the Executive Assistant to the Superintendent and Governing Board position is based on need and compliance with the qualifications of the position and a demonstrated ability to organize and manage an executive office.

Essential Duties and Responsibilities

- Performs a full range of sensitive, highly responsible and complex administrative, secretarial, and technical support functions in support of the Office of the Superintendent. Contributes to ensuring the smooth and efficient operations of the office and the proper and timely completion of projects and activities.
- Assists in the preparation and timely distribution of a variety of meeting notices, agendas, minutes, packets, records, reports and other materials for meetings of the Board of Education and other groups, as directed.
- Prepares agendas for Cabinet, Administrative Council and other groups. Attends meetings, as necessary. Takes and transcribes meeting minutes or summaries.
- Inputs online Board agenda items according to established policies and procedures.
- Provides general and specialized information and assistance to staff and the public that may require the use of judgment, tact, and sensitivity. Interprets and explains programs, requirements, laws, rules, policies, procedures and activities as appropriate. Receives and screens office visitors and telephone callers and refers to other individuals as appropriate.
- Composes, formats, edits, types, proofreads, duplicates and distributes electronic and print correspondence, agendas, memoranda, bulletins, reports, schedules, lists, forms, presentations, brochures or other materials independently or from straight copy, rough draft, or verbal instructions, including material of a confidential nature.

- Performs a variety of general accounting duties as required including payroll submission, reconciliation of District credit card bill, preparation and submission of requisitions, and coordination of student scholarship payments with identified District business office and community agencies.
- Prepares and maintains various records, logs, schedules and lists including sports schedules, District emergency list and “principal pass” cards in accordance with established timelines and requirements.
- Assists in the maintenance of a variety of complex and confidential files, records, and reports related to the Board of Education and Superintendent.
- Coordinates activities with school sites, other District departments, or outside organizations including Administrative Staff’s attendance at school sites for Back-To-School Night, Open House, graduation or other events.
- Reviews, monitors and processes district-wide student trip requests. Conveys and ensures compliance with policies and procedures.
- Maintains and coordinates rotation of student art display at the Administrative Center.
- Maintains and coordinates schedules of the Administrative Center conference rooms.
- Opens, sorts, and distributes U.S. and District mail. Identifies matters that may be resolved independently and refers other matters to the administrator in order of priority.
- Maintains calendar of district-wide events.
- Orders, receives, stores and distributes supplies and forms, and assures adequate supplies to support office functions and activities.
- Maintains the proper maintenance and use of the Superintendent’s emergency base station radio.
- Ensures the integrity, accuracy, and confidentiality of records and information, including Board of Education, District, personnel negotiations, pupil or controversial matters.
- May provide secretarial/clerical support to the Assistant Superintendent of Education Services.
- May attend, record proceedings, and take minutes from Board of Education meetings and other official and unofficial proceedings.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills

- School District organization, operations, policies, procedures and objectives including the role of a Board of Education.
- In-depth knowledge of modern office practices, procedures and equipment, including filing systems and letter and report writing.
- Secretarial and telephone techniques and etiquette.
- Education Codes and other state and federal laws applicable to the area of assignment.
- Principles, practices and procedures of effective record and file management.
- In-depth knowledge of personal computer-based software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation and applications used in education.

- Proper methods of storing equipment, materials and supplies.
- Well-developed skill using proper English language, grammar, spelling, punctuation proofreading/editing and vocabulary to prepare professional correspondence.
- Sufficient mathematic skills to perform financial and statistical record keeping.
- Sufficient human relations skills to present a positive image of the district, convey technical information to others, and use patience, tact and courtesy in dealing with a diverse population.

Abilities

- Requires the ability to independently perform all of the duties of the position.
- Collect and organize data and background material for agenda items.
- Organize complex material.
- Work independently with little direction and with close attention to details.
- Accurately take and transcribe notes to prepare written material, minutes, and correspondence.
- Analyze problems accurately and adopt an effective course of action.
- Understand and follow oral and written directions.
- Work cooperatively and effectively with others.
- Learn, interpret, explain and apply knowledge of district and Superintendent's Office services, operations, programs, functions, and labor agreements to relieve others of a variety of administrative details.
- Prepare spreadsheets, graphs and charts, and enter, input, and export data to and from databases.
- Operate various office machines, computer and other office equipment.
- Make arrangements for meetings, workshops, and conferences.
- Plan, organize and prioritize work in order to meet schedules and timelines.
- Work confidentially with discretion and deal with a wide variety of sensitive and confidential issues.
- Communicate with administrators, students, staff, and the community using patience and courtesy.

Physical Abilities

- Function indoors in an office environment engaged in work of primarily a sedentary nature.
- Ambulatory ability to sit for extended periods of time, to use microcomputers and peripheral equipment, accomplish other desktop work, and to move to various campus locations.
- Near vision to read printed materials.
- Auditory ability to carry on conversations in person and over the phone.
- Retrieve work materials from overhead, waist, and ground level.
- Manual and finger dexterity to write, keyboard at 60 w.p.m., and operate a computer, and other office equipment.
- Attend evening and off-site meetings.

Education and Experience

High School diploma or equivalent, supplemented by courses in a related business field and five years of progressive secretarial experience, including three years in the equivalent capacity to an administrative assistant.

Licenses and Certificates

May require a valid California driver's license.

Working Conditions

Work is performed in an office environment where minimal safety considerations exist.