

William S. Hart Union High School District

Position Description

Position: Senior Administrative Assistant - Confidential	Confidential Position
Job Family: Secretarial/Clerical	FLSA: Non-Exempt
Approved by: Personnel Commission, May 26, 2010	Salary Range: C-14

Summary

Under the direction of an assigned administrator, performs a variety of technical and complex administrative support duties for a senior-level administrator of a department that integrates multiple sub-functions. Coordinates and performs administrative projects within a department. Coordinates work flow and support activities for the department and often involving multiple organization sites and departments. Processes and maintains confidentiality in matters pertaining to personnel negotiations, grievances, pupil, and liability issues.

Distinguishing Career Features

The Senior Administrative Assistant is part of a multi-level career path encompassing administrative and secretarial support. Advancement to Senior Administrative Assistant requires five years of progressive secretarial and administrative assistant experience and the ability to perform specialized and complex administrative support duties. Advancement to Executive Assistant requires at least three years as Administrative Assistant (or equivalent) and a demonstrated ability to coordinate and perform difficult and confidential administrative support duties to business, legal, and education matters. Advancement also requires compliance with the qualifications of the position and assignment to an Assistant Superintendent or higher, or the equivalent function in scope of responsibility.

Essential Duties and Responsibilities

- Performs technical and complex administrative support involving the use of independent judgment and an in-depth understanding of the functions and procedures of the department, with a working understanding of functions and procedures of other departments.
- Receives, discusses, and protects confidential and sensitive information and materials. Receives and screens telephone calls and visitors, handling routine-to-difficult matters independently, providing information as appropriate, or routing calls to administrators.
- Processes confidential and sensitive matters, such as grievances and liability claims.
- Coordinates the flow of information and communications among administrators, district staff, and the public. Interprets and conveys policies and procedures, referring extremely difficult or sensitive matters to the appropriate administrator.
- Organizes, balances, prioritizes, and performs administrative support duties, anticipating business and school calendars and cycles. Establishes and works within time lines for projects, activities, and required submissions.
- Coordinates the administrative aspects of projects and events, integrating them with ongoing work routines and making assignments to other staff as necessary.

- Provides leadership and serves as a resource to site-based and district office secretarial and clerical staff.
- Provides administrative support to special processes such as, but not limited to cross-functional committees, advisory boards, and special interest group meetings. Prepares forms, revisions, and final documents to support proceedings.
- Independently composes original correspondence and forms on routine and non-routine department matters. Transcribes notes and recollections from meetings and proceedings.
- Prepares board agenda items, agreements, and contracts for personnel, services, or facilities used by and/or provided by the department. Processes contract documents.
- Schedules appointments and arranges meetings. Prepares schedules and informs participants, confirming dates and times. May make hotel, conference, and travel reservations.
- Prepares agreements and contracts for services used by and/or provided by the department. Processes contract documents for approval and distributes executed contracts.
- Performs special projects. Conducts research of policies, education codes, official proceedings, employee and student records, industry statistics, etc., to compile reports for administration or to regulatory or governing agencies.
- Maintains approved budgets, transaction records, and audit trails, including those for capital outlay, special projects, and grant-funded activities.
- Processes for payment, requisitions, claims, and requests for budget allocation changes and reassignments of funds to and from various accounts, coordinating with accounting staff to assure compliance. Prepares requisitions and claims for reimbursement.
- May attend Board and other meetings requiring recording of proceedings and/or recollections. May attend departmental meetings as a representative of the administrator.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills

- In-depth knowledge of office practices, procedures and equipment, including filing systems, receptionist and telephone techniques, and letter and report writing.
- Working knowledge of the policies and procedures associated with education processes such as curriculum development, credentials, academic outcomes, and business.
- Working knowledge of personal computer based software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, special applications used by the organization unit, and data entry onto custom databases.
- Working knowledge of open meeting laws and rules of order.
- Sufficient math skills to perform financial and statistical record keeping, including limited bookkeeping.
- Sufficient knowledge of proper English usage, grammar, spelling, and punctuation to prepare professional correspondence.

- Sufficient human relations skill to work productively and cooperatively with diverse teams, exercise patience when dealing with internal and external customers, and convey technical concepts.

Abilities

- Independently perform all of the duties of the position.
- Coordinate, organize, and monitor the overall functions of the assigned Assistant Superintendent's office.
- Coordinate logistics for district-wide events.
- Maintain accurate and confidential records relating to the Assistant Superintendent's area of responsibility.
- Accurately take and transcribe notes and/or meeting minutes/recollections.
- Learn, interpret, explain and apply knowledge of District and department organization, operations, programs, functions, special terminology used in the organization unit, and labor agreements.
- Prepare spreadsheets, graphs and charts, and enter, import, and export data to and from databases.
- Plan, organize and prioritize work in order to meet schedules and timelines.
- Develop and maintain productive work relationships with staff, customers, and the public 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 utilize microcomputers and peripheral equipment, and to move about 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 files.
- Sustained repetitive motions and manual and finger dexterity to write, use a pointing device, keyboard at an advanced rate (60 w.p.m.), note taking (80 w.p.m.), operate microcomputer, and operate other office equipment.
- Attend evening and off-site meetings.

Education and Experience

Associates Degree in business or related field. Five years of progressive secretarial experience, including three years in the equivalent capacity to an administrative assistant. Additional secretarial experience may substitute for higher education on the basis of one year of experience for one year of college.

Licenses and Certificates

Requires a valid driver's license.

Working Conditions

Work is performed indoors where minimal safety considerations exist.