

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
Job Description: Administrative Assistant, Business Services
(Confidential Employee)

BASIC FUNCTION:

Under direct supervision of the Assistant Superintendent, Business Services, assists in the planning, organization, and administration of the Business Services Offices; serves as an assistant to all Business Department Managers, providing relief from administrative and clerical detail; performs complex and specialized secretarial and clerical functions; does other related work as appropriate and required.

ESSENTIAL DUTIES:

- Assists in the planning, organization, and administration and coordination of the District's Business Services Offices, including direct assistance for all Business Department Managers.
- Coordinates and/or directly prepares Board of Education agenda items.
- Supports administration and coordination of outside contracts, District contracts and negotiation processes.
- Assists in meeting all related legal requirements.
- Handles office correspondence, sorts and distributes all Central Office U.S. and county mail.
- Coordinates all office functions such as purchasing supplies, employee attendance, organizing and scheduling meetings, maintaining office equipment and/or coordinating services.
- Oversees maintaining central filing system.
- Types and maintains employee evaluations and other notices and handles confidential employee records.
- Prepares information for District bargaining unit negotiations and maintains appropriate meeting records.
- Provides technical input and support for other Business Services staff members.
- Greet members of the public and respond to inquiries related to routine policies, regulations, and operational procedures or by referring those making inquiries to appropriate offices or personnel.
- Prepares and processes District invoices and accounts receivable including preparing cash journals crediting proper accounts and forwards cash receipts to appropriate staff for posting into the applicable current year's income processes CFD administrative expense requisitions.
- Serves as the back-up for coordinating the bus pass program, which includes all necessary clerical support; including processing, receipting, distributing and maintaining files.
- Calculation, collection and processing of developer fees.
- Performs all assigned business services functions similar to Accounting Technician with added administrative duties.
- Prints, distributes and reconciles all District purchase orders using the OCDE purchase order system, including processing of 1099 requests and updating and maintaining vendor list.
- Receives, processes and records all incoming payments; including batching, receipting and bank deposits.
- Processes credit card payments.
- Prints revolving cash and expedited checks.
- Prepares, processes and records Retiree/COBRA insurance billing; including invoicing, receipting and deposits.
- Fulfills public disclosure responsibilities with posting and distribution.
- Coordinates desktop publishing and finishing functions to business reports.

- Maintains and posts relevant updates to the Business website.
- Supervises attendance reporting with site personnel. Coordinates and prepares the District's student attendance accounting for monthly reports to OCDE and P-1, P-2, Class Size Penalties and Annual reporting to OCDE.
- Prepares yearly district attendance calendar.
- Prepares quarterly financial reports.

OTHER REPRESENTATIVE DUTIES:

- Engage in cross training on business functions and demonstrate use of knowledge to support office needs.
- Participates in job-related or District trainings as required.
- Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Principles, methods, procedures, and techniques of office management, business administration, and accounting;
- Modern office methods, practices, procedures including filing systems, receptionist and telephone techniques, business forms, letter and report writing, proofreading, and office equipment usage including proficiency in multiple software data management systems and Microsoft Office Suite, including Word, Excel and Power Point.
- Legal mandates, policies and regulations pertaining to public education;
- Goals, objectives, and philosophical aspects of public education.

Ability to:

- Effectively and efficiently write, edit, and rewrite letters and documents, proposals, and other technical material.
- Conduct action research and collect data and compile the results in a clear, succinct, and comprehensible manner.
- Effectively communicate with the public, parents, students, and District personnel.
- Effectively utilize current office technology, including word processing, spreadsheets, e-mail and Internet access.
- Communicate effectively in oral and written form.
- Understand and carry out oral and written directions with minimal accountability controls.
- Establish and maintain cooperative relationships with administrators, teachers, other employees, and the general public; deal effectively with a wide variety of personalities and situations requiring diplomacy and poise.
- Understand and carry out complex oral and written instructions.
- Use correct English usage, spelling, grammar, and punctuation.
- Perform desktop publishing.

MINIMUM QUALIFICATIONS:

Experience:

Minimum of four years of responsible executive or administrative secretarial experience including one year in a lead or supervisory capacity.

Education:

Equivalent to the completion of the twelfth grade, supplemented by coursework or formal training in business office procedures and management, organization and supervision, and related technical skill areas at the community college level.

Personal Qualities:

- Independent worker
- Maturity and good judgment
- Neat and clean appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy
- Belief in high moral standards
- Commitment to professional responsibility
- High intrinsic motivation

WORKING CONDITIONS:**Environment:**

- Indoor office environment.
- Moderate noise level.
- Frequent interruptions.

Physical Requirements:

- Ability to see for purposes of reading instructions, labels, and other printed matter and for the safe operation of equipment.
- Ability to hear and understand speech at normal levels in person and on the telephone.
- Ability to communicate so others will be able to clearly understand a normal conversation in person and on the telephone.
- Ability to operate computer, typewriter, calculator, copy machine, telephone, and other office equipment with dexterity and in a safe and efficient manner.
- Ability to frequently lift and move items weighing up to 25 pounds, including office supplies and printed materials.
- Ability to climb stairs.

Operation of Vehicles, Machinery and Equipment Requirements:

- Ability to travel to a variety of locations within a reasonable time frame.
- Must be able to operate office, multimedia, and computer equipment.

Mental and Emotional Requirements:

- Ability to understand, and follow oral and written directions
- Ability to work independently with little direction
- Ability to concentrate to meet numerous deadlines
- Ability to establish and maintain effective working relationships with others
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments
- Ability to exchange information
- Ability to learn the procedures functions and limitations of assigned duties
- Ability to collaborate and contribute to continuous improvement of business department
- Ability to identify office needs and engage in cross training to provide seamless customer service during team member absences.