

Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **BUSINESS ADMINISTRATIVE ASSISTANT**
Department: Business Office
Reports to: Assistant Superintendent, Business and Operations

SUMMARY:

Under the direction of the Assistant Superintendent of Business and Operations, the Business Administrative Assistant is responsible for confidential information and records in the areas of negotiations and other Business Department matters. The Administrative Assistant classification performs specific duties related to the functions of the Business Department. This is a confidential classification that assists in the development of District negotiation positions and the analysis of union proposals and alternatives.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs administrative, technical and clerical duties.
- Prepares board meeting agenda items for Business Services Department.
- Provides department back up for issuance of bus passes and other technology devices.
- Assists with budget transfers, annual budget development process, preparation of Adopted Budget document and preparation/scheduling for annual independent audit.
- Assists in accounting duties such as; processing invoice payments, input purchase order requests.
- Prepares local, State and Federal reports as necessary. Assists with data entry for State reports, including CalPADS and other state agencies.
- Prepares letters, reports, bulletins, agendas, memoranda; may compose independently (or from oral instructions).
- Maintains files and records; compiles and prepares reports. Operates office equipment, including adding machines, copiers and district software programs
- Keeps inventory of department supplies, property and purchase orders, coordinates orders.
- Coordinates correspondence with Schools Insurance Group and PCOE for Business Services department.
- Converses with and furnishes information to outside agencies, principals, and other personnel throughout the district at all levels and with the public in general.
- Provides support to Assistant Superintendent of Business and Operations throughout the employee bargaining process.
- Maintains District fixed asset inventory control.
- Prepares, distributes, collects and maintains semi-annual time certifications for federally-funded employees.
- Respond to inquiries and concerns of district management, faculty, staff, students and members of the community.
- Examines, verifies, and organizes a variety of records and reports including budget documents.
- Receive, process, facilitate, and disseminate information between the department and other departments, district representatives, and the general public; maintain the confidentiality of sensitive information; ensure timely responses.
- Coordinate, schedule and attend a variety of meetings; prepare and send out notices of meetings; maintain appointment calendars; reserve facilities; collect and compile information for meetings, projects and workshops.
- Compiles and computes statistical data and other technical material for routine reports as required.
- Assists in coordinating communications within and outside the District regarding business administrative and operational functions

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- Provides backup assistance for Business Department in accomplishing a variety of duties as needed.
 - Plans, organizes and prioritizes own work to meet deadlines and accomplish assigned tasks within established time lines.
 - Assists with maintenance of Department webpage as required.
 - Receive, sort and distribute mail; open mail and compose responses independently as appropriate; prepare and distribute informational packets and bulk mailings as directed.
 - Perform other related duties as assigned.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION and/or EXPERIENCE:

Bachelor's degree required, plus two years experience preferred.

OTHER SKILLS and ABILITIES:

Knowledge of office procedures and practices, including filing systems, receptionist and telephone techniques, letter and report writing, and sound record keeping procedures; proficient in Microsoft Office applications, English usage, spelling, grammar and punctuation; ability to operate common office machines including personal computers, facsimile machines and printers. Ability to interpret and apply pertinent school district procedures, policies, laws, rules and regulations, and to apply them with good judgment in a variety of situations. Compose routine correspondence independently; perform responsible clerical work with accuracy and speed. Make arithmetical calculations quickly and accurately. Meet the public tactfully and courteously and answer questions correctly. Compile and maintain accurate records and files. Understand and carry out oral and written directions, establish and maintain cooperative relationships with those contacted in the course of work.

CONFIDENTIAL STATUS:

Cases or confidential district matters are not to be discussed by the Administrative Assistant under any circumstances outside of the District office. Infringement of the above policy may result in immediate dismissal.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, government and education codes, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before parents, staff, and students.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, and percent and to create and interpret graphs.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed written, oral, and technical instructions. Ability to define problems, collect data, establish facts, and draw valid conclusions.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk or hear. The employee is occasionally required to stand and walk. Occasionally the employee will type for long periods of time. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. The employee continuously interacts with the public and other staff and occasionally meets multiple demands from several people.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.