



LOMPEC UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE ASSISTANT IV

JOB SUMMARY:

Under the direction of an Assistant Superintendent, perform highly responsible secretarial and administrative assistant duties to relieve the Assistant Superintendent of a variety of administrative details; interpret policies and regulations to officials, staff, and the public; plan, coordinate and organize office activities and flow of communications and information for the assigned administrator.

DISTINGUISHING CHARACTERISTICS:

The Administrative Assistant III classification provides primary and complex secretarial support to an assigned Director high school principal or other assigned supervisor. Incumbents require thorough knowledge of organizational operations, policies and procedures and assigned department, site, or programs. The Administrative Assistant IV provides primary and complex support to an Assistant Superintendent who does not serve on the District's negotiating team where sensitive bargaining information is produced. The Administrative Assistant II classification performs varied and responsible administrative assistant duties requiring thorough understanding of a program or functional area. Incumbents provide primary secretarial support to a manager or coordinator of a large program or director of a small department. The Administrative Assistant I classification provides secondary support to higher-level administrators. Incumbents relieve the administrator of administrative and clerical detail.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform highly responsible duties as the primary secretary to the Assistant Superintendent, relieving the administrator of a variety of secretarial and administrative details; plan, coordinate and organize office and department activities and flow of communications for the administrator.
- Receive, screen and route telephone calls; greet and assist visitors; refer callers or visitors to appropriate staff members; receive and respond to office e-mails; take and relay messages; respond to requests, complaints and questions from officials, staff, and the public, representing the Assistant Superintendent by phone and written communication; interpret policies and regulations to officials, staff and the public.
- Compose correspondence independently on a variety of matters; compile and type various letters, forms, reports, contracts, packets, statistical data, memoranda, bulletins, newsletters, notices, lists and other materials as directed; prepare, format, edit, proofread and revise written materials.
- Coordinate and schedule various appointments, workshops, professional development activities and meetings; make travel arrangements; reserve facilities; prepare and assure proper completion of reimbursement forms; maintain and coordinate the Assistant Superintendent's calendar; prepare and disseminate calendar of events; coordinate and arrange special events and activities for the Assistant Superintendent.
- Serve as liaison coordinating fiscal, personnel, technological, operational and curricular matters between departments and offices; communicate with other departments, administrators and outside agencies to coordinate activities, exchange information and resolve issues or concerns; provide information and updates via e-mail, District website and press releases; obtain and provide information, records and materials to staff and the public where judgment, knowledge and interpretation of policies and regulations and District functions and programs are required; verify information for staff and outside agencies as requested.

- Attend a variety of meetings; prepare related notices, reports, presentations and agendas; record and transcribe minutes; prepare and distribute minutes, updated records, statements, documents and reports to appropriate personnel.
- Research and compile a variety of information and data from various sources; compute statistical information for various federal, State and local reports; process and evaluate a variety of forms and applications related to assigned functions; duplicate materials as necessary.
- Input a wide variety of data into an assigned computer system; maintain automated files and records; create queries and generate a variety of computerized lists and reports; assure timely distribution and receipt of a variety of records and reports; assure accuracy of input and output data.
- Maintain designated budgets and assure assigned accounts are accurate and expenditures are within federal or State requirements; collect and account for fees; initiate budget transfers as directed.
- Prepare and maintain a variety of complex lists and records related to student information, personnel, financial activity and assigned duties; establish and maintain filing systems.
- Perform special projects and prepare various forms and reports on behalf of the Assistant Superintendent; attend to administrative details on special matters as assigned; perform varied duties related to the Assistant Superintendent's area of responsibility and assigned programs.
- Receive, sort and route incoming correspondence; review and determine priority of incoming mail; compose replies independently or from oral direction; prepare notices, packets and informational materials for mailing.
- Operate and maintain a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.
- Prepare, type and process requisitions according to established guidelines; order, receive and maintain inventory of supplies and equipment in accordance with established guidelines.
- Train and provide work direction and guidance to assigned personnel staff as directed; organize assignments, monitor progress, and assure proper completion of assignments; conduct orientations for new personnel assigned to the department.

OTHER DUTIES:

- Attend department and/or in-service meetings as assigned.
- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

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Any combination equivalent to: graduation from high school supplemented by college-level course work in secretarial science or related field and five years of increasingly responsible secretarial or administrative assistant experience.

Knowledge of:

- Functions and secretarial operations of an administrative office.
- District operations, policies, and objectives.
- Applicable laws, codes, regulations, policies, and procedures.
- Modern office practices, procedures, and equipment.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Budgeting practices regarding monitoring and control.
- Methods of collecting and organizing data and information.
- Business letter and report writing, editing, and proofreading.
- Basic public relations techniques.
- Operation of a computer and assigned software.

Ability to:

- Perform highly responsible secretarial and administrative assistant duties to relieve the Assistant Superintendent of a variety of administrative details.
- Interpret, apply, and explain laws, codes, rules, regulations, policies and procedures.
- Plan, coordinate and organize office activities and flow of communications and information for the assigned administrator.
- Train and provide work direction to assigned personnel.
- Organize complex material and summarize discussions and actions taken in report form.
- Compile and prepare comprehensive reports concerning a broad spectrum of subject matter.
- Compose effective correspondence independently.
- Maintain a variety of complex files and records.
- Assure efficient and timely completion of office and program projects and activities.
- Understand and resolve issues, complaints, or problems.
- Type or input data at an acceptable rate of speed.
- Take and transcribe dictation at an acceptable rate of speed.
- Operate a variety of office equipment including a computer and assigned software.
- Establish and maintain cooperative and effective working relationships with others. Analyze situations accurately and adopt an effective course of action.
- Plan and organize work.
- Meet schedules and timelines.
- Prioritize and schedule work.
- Maintain confidentiality.
- Work independently with little direction.
- Communicate effectively both orally and in writing.

WORKING CONDITIONS:

Work Environment:

- Office environment.

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- Constant interruptions.

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 the essential functions.

- Hearing and speaking to exchange information in person or on the telephone.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Bending the waist, kneeling or crouching to file materials.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

FLSA Status: Non-Exempt

Personnel Commission First Reading: October 20, 2022

Personnel Commission Approval Date: November 17, 2022

Board Approval Date: February 14, 2023

Salary Range: 44