TRAVIS UNIFIED SCHOOL DISTRICT

Reaching beyond the boundaries to build a community of learners.

TITLE: Administrative Assistant **CLASSIFICATION: Confidential**
DEPARTMENT: Business Services

DESCRIPTION OF POSITION

Under the supervision of the Chief Business Officer, provides administrative assistance and executive support by performing a wide variety of responsible administrative secretarial and specialized technical clerical duties requiring a high level of organization, contact with the public, employees, administration and the Board of Education, and requires a high degree of initiative and judgment in applying policies and procedures affecting district-wide functions and operations, including collective bargaining. An employee in this position acts as the Administrative Assistant to the Assistant Superintendent and performs other related tasks as assigned.

REPRESENTATIVE DUTIES

- Prepares, reviews, and processes complex materials and reports, such as but not limited to, items related to Mello-Roos Bonds, developer fees, new school construction, facilities use applications, student accident reports, and federal Impact Aid substantiation.
- Performs all clerical and secretarial duties relating to the operation of the office of the Chief Business Officer, including maintaining the calendar, monitoring of departmental budgets, and screening of mail.
- Composes difficult correspondence and presentations on own initiative for the Chief Business Officer.
- Serves as liaison to other high-level administrative personnel in other governmental organizations, such as city and county planning agencies and administrative bodies.
- Handles a variety of sensitive, difficult, and complex public relations matters.
- Coordinates communication from Business Services to other departments and/or school sites.
- Arranges appointments and meetings, reserves rooms; makes travel and hotel arrangements and maintains the appropriate records and receipts for audit purposes.
- May assist the Administrative Assistant to the Superintendent, attends regular and special meetings of the Governing Board to record minutes of the proceedings. May also type/distribute status reports and Board meeting agendas.
- Prepares agendas, minutes and summary of actions of committee meetings.
- Maintains regular and confidential files.
- Compiles statistical reports.
- Performs other related duties as assigned.

Additional Duties:

- Directs and monitors special projects as directed.
- Assists the Chief Business Officer in the preparation of confidential material for negotiations with bargaining units.

EMPLOYMENT STANDARDS

Requires Knowledge of:

- Working practices and methods of running a fast paced administrative office.
- Principles and practices regarding dealing with the public.
- Principles of school district policies and collective bargaining contracts.
- Operation of standard office machines including transcription devices.
- Standard office computer software.
- Knowledge of the legal requirements (Brown Act) and Robert's Rules of Order for the meeting of public agencies.
- Knowledge of the district's specialized integrated fiscal/personnel software is desired but not required.

Requires Ability to:

- Read and write at a level sufficient for the performance of assigned duties.
- Independently compose and produce executive level correspondence.
- Independently problem solves using outcome oriented directions.
- Independently manage detail-oriented routine duties and projects.
- Transcribe official minutes of meetings from own notes or machine recordings.
- Balance multiple priorities in a fast-paced office environment.
- Interact effectively with employees, the Board, and the public.
- Operate standard office machines and office computer software.
- Interpret, understand, and apply the California Education Code and Brown Act requirements as they apply to school district operations.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

Education and Experience:

Any combination of experience and education that could provide the required knowledge and ability would be qualifying. A typical way to obtain the required knowledge and abilities would be:

- Three years of experience in an executive secretarial position of which two years must be as an executive or special assistant.

PHYSICAL DEMANDS

The physical requirements indicated below are necessary to perform the essential job functions. Reasonable accommodation will be made to enable a person with a disability to perform these functions.

- Sufficient vision to read printed material, and identify and distinguish objects.
- Sufficient hearing to hear conversations in person and on the telephone, and hear sounds clearly up to 30 feet in public meeting situations.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation and on the telephone, and in addressing groups.
- Ability to exert up to 10 pounds of force to lift, carry, push, pull, or otherwise move objects.
- This type of work requires occasional or frequent standing, walking, sitting, or reaching for extended periods of time.
- Sufficient manual dexterity and/or mobility to grasp and/or manipulate objects, operate office equipment, and move about the work area and between work sites.

- Employees in this classification work in a standard office environment with occasional movement outdoors between buildings.

07/06