TRAVIS UNIFIED SCHOOL DISTRICT

Reaching beyond the boundaries to build a community of learners.

TITLE: Administrative Assistant to the Superintendent **CLASSIFICATION: Confidential**
DEPARTMENT: District Office - Superintendent

DESCRIPTION OF POSITION

Under the supervision of the Superintendent, provides executive support for the highest levels of the District. This position performs a wide variety of complex administrative secretarial and technical administrative support duties requiring a high level of organization and contact with the public, employees, administration and the Board of Education (Board). An employee in this position acts as an information source regarding the proper interpretation of District policies, procedures and laws, provides support to the Board of Education, coordinates the flow of communication between the public, District employees and administration, and the Board and performs other related work as assigned. This is a confidential position requiring a high degree of organizational planning.

REPRESENTATIVE DUTIES

- Performs confidential administrative, secretarial, and technical support to the Office of the Superintendent and the Board. Performs a wide variety of administrative secretarial and clerical duties in support of the Board including attending Board meetings, coordinating and preparing agendas, Board meeting calendars and timelines, transcription of meeting minutes and maintenance of records, resolutions, files, and other data pertaining to the Governing Board.
- Composes correspondence on own initiative for the Superintendent and designee(s).
- Coordinates communication between official staff and the public; interprets and explains programs, policies, procedures, and regulations; initiates and answers telephone calls; screens and routes mail; and responds to inquiries.
- Maintains and controls budgets and other fiscal matters for Superintendent's office.
- Coordinates workflow in the Superintendent's office.
- Researches legal matters for the Superintendent.
- Coordinates and supervises production of periodic newsletters to the public.
- Maintains, updates, and disseminates district policies.
- Organizes travel arrangements for Board members
- Composes correspondence on own initiative for the Board
- Compiles information and prepares and maintains a wide variety of data and reports consistent with established procedures and timelines; and reviews and checks documents for completeness, accuracy, and conformance with applicable rules.

Additional Duties:

- Directs and monitors special projects as directed.
- Carries out other duties assigned by the Superintendent as required.

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.
- Proficiency in the usage of internet software, email, word processing software, and desktop publishing software; ability to design and edit graphic presentations and materials
- Knowledge of the State Education Code, Brown Act, and rules and policies relating to the District's operation and administration and meeting of public agencies.

- **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 solve using outcom-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.
- Work a flexible schedule.
- 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, or
- Three or more years in a school site or district level secretary position.
- Secretarial school, academic preparation, or equivalent on-the-job training.

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 5 feet.
- 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.