

**PLEASANTON UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION**

TITLE: Administrative Assistant to Superintendent

CLASSIFICATION: Classified Management/Confidential

REPORTS TO: Superintendent

**DESCRIPTION:**

Under the direction of the Superintendent, serve as confidential secretary to the Superintendent and as office manager for the Superintendent's Office, coordinating the flow of work to and from the office, supervising and directing the recording of meetings of the Board of Trustees and serving the Superintendent in providing follow-up and resolution for student, staff, and community member issues and problems. Relieve the Superintendent of a wide variety of office and routine administrative duties by planning, organizing, supervising and participating in the clerical operations related to the assigned functions of the Board of Trustees and Office of the Superintendent; and to perform all related duties as assigned.

Positions in this class are distinguished by the complexity and confidential nature of assigned duties. Incumbents work within a general framework of established procedures but are expected to use initiative and independent judgment in solving problems. Full-time supervision of other clerical employees is not normally assigned to positions in this class, although part time supervision or assistance in training new or seasonal employees is sometimes required. This position is designated as Confidential.

**PERFORMANCE RESPONSIBILITIES:**

- Acting as liaison between Superintendent and office, school sites, parents and the community, screening calls, directing callers to appropriate departments, and transmitting pertinent information to and from the Superintendent per directives.
- Taking dictation and typing correspondence and minutes of meetings; presenting drafts to the Superintendent for approval and arranging for printing and distribution as indicated; prepare agendas for meetings.
- Compiling information and preparing a weekly report to the Board of Education.
- Serving as confidential secretary to the Superintendent.
- Composing and typing correspondence, reports, memos, and other material independently and at the direction of the Superintendent.
- Performing the role of Secretary to the Board during all Board meetings.
- Preparing materials for Board members in their various committees; attending committee meetings and acting as recording secretary.
- Preparing, planning, and assembling agenda packets for all meetings of the Board of Trustees according to mandated timelines.
- Directing distribution of Board agenda packets, maintaining a list of individuals who receive packets or simple agendas for each meeting.

- Attending and recording all Board meetings, maintaining records of approved minutes related files, and recordings for future reference.
- Preparing Cabinet agendas and backup materials for all meetings.
- Coordinating all travel, registration and reservation arrangements for the Superintendent and members of the Board of Trustees.
- Maintaining minutes and providing follow-up reports relating to all committees chaired by the Superintendent.
- Establishing and maintaining current and correct filing systems for the Superintendent.
- Screening and directing all mail, phone calls, and visitors to the office.
- Duplicating, collating and assembling materials for distribution.
- Operating a variety of office equipment.
- Supervising the work of other clerical workers, as directed.
- Interpreting, communicating and applying District rules, procedures and policies.
- Establishing and maintaining effective working relationships with others.
- Working confidentially with discretion.
- Prioritizing and coordinating work to meet deadlines.
- Communicating effectively both orally and in writing.
- Performing all related duties as assigned.

#### KNOWLEDGE OF:

- Social, cultural and linguistic diversity of district, city and community.
- Correct English usage, spelling, grammar, punctuation and composition.
- Word processing, Microsoft Office, Google Suite.
- Modern office methods, practices and procedures, including receptionist and telephone techniques.
- Letter and report writing and proofreading.
- Modern office organization, procedures and practices.
- Numerical, alphabetical and subject matter filing systems.
- Organization and collection of data.
- Standard office machines, including data processing equipment.
- Laws and regulations of the Education Code and district pertaining to assigned area.
- The Brown Act; and principles of supervision and training.

#### ABILITY TO:

- Perform a variety of complex clerical and secretarial work involving use of independent judgment and requiring accuracy and speed.
- Proficiently operate standard office equipment.
- Make arithmetical calculations with accuracy and speed.
- Maintain complex filing systems which contain confidential or sensitive information.
- Compile and prepare complex and accurate reports.
- Independently compose correspondence.
- Perform in situations requiring specialized knowledge using tact and good judgment.
- Understand and apply complex policies and rules.
- Supervise and work with others.
- Understand, carry out, and give oral and written instruction.

- Maintain cooperative working relationships with those contacted in the course of work.
- Type at a net corrected speed of 50 words per minute.
- Take dictation and transcribe it accurately; and/or transcribe from electronic equipment.

TRAINING AND EXPERIENCE:

- Four years of increasingly responsible office experience, preferably including experience in a school district; or any combination of training and/or experience that could likely provide the desired knowledge and abilities.

LICENSES AND CLEARANCES:

- TB Clearance
- Department of Justice fingerprint clearance for the Pleasanton Unified School District

PREFERRED QUALIFICATIONS:

- California Registered Notary Public

TERMS OF EMPLOYMENT:

225 days; Classified Management/Confidential Salary Schedule

BOARD APPROVED: August 13, 2020