

## **ADMINISTRATIVE ASSISTANT III**

### **DEFINITION:**

Under the direction of a District Chief, Executive Director , serve as the primary assistant; perform highly complex and responsible administrative, secretarial, and office support duties requiring thorough knowledge of the assigned department, division,, or program, its procedures, and operational details; plan, coordinate, and organize office activities and coordinate flow of communications and information for the administrator; and understand policy and administrative regulations.

### **QUALIFICATIONS:**

A combination of education and/or experience that provides the required knowledge, skills, and abilities to perform the essential functions of the position. Additional experience, as outlined below, may be substituted for required education on a year-for-year basis. A typical combination includes:

#### **Experience:**

- Four (4) years in a responsible administrative assistant position
- Minimum of two (2) years in a school or school district office setting preferred, or in a comparable organizational setting

#### **Education:**

- Equivalent to completion of twelfth grade.
- Possession of an Associates Degree or equivalent college credit is preferred.
- Responsible administrative assistant position may be substituted for required education on a year-for-year basis

#### **Licenses or Certifications:**

- Typing Certificate of forty (40) words per minute(wpm).

### **DISTINGUISHING CHARACTERISTICS:**

The Administrative Assistant III is the advanced level classification in the Department Administrative Assistant series and is distinguished from the Administrative Assistant I/II by the level of independence, reporting relationship; coordination of large projects, oversight of critical office functions, and complexity of managing administrative tasks. Incumbents of positions in this class are required to exercise a high degree of judgment, discretion, and initiative under minimal supervision. They must have a wide knowledge of the policies and operations of the office in which they work, as well as the school district, and must be able to apply this knowledge in the performance of their assigned tasks and to relate this information to the public and staff members.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Acts as the primary Administrative Assistant, relieving the District Administrator of administrative and clerical tasks, and independently handling a broad range of complex and essential clerical and administrative support duties
- Serves as the first point of contact and liaison between district Administrator, district personnel, vendors, and the general public; screens visitors, emails, and mail; initiates and answers telephone calls
- Plans, coordinates, and organizes office activities and coordinate flow of communications and information; ensures smooth and efficient department operations
- Assists in coordination and monitoring of department matters to ensure compliance with established laws, rules, regulations, policies, and procedures; explains programs, policies, and procedures
- Responds to questions and provides information on department/assigned program policies and procedures; refers inquiries as appropriate

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- Maintains records, databases, and files regarding department administrative activities, including files of confidential material
- Coordinates travel arrangements; maintains appointment schedules and calendars
- Arranges meetings, trainings, conferences, and other special events; reserves rooms and equipment for meetings as needed
- Creates a variety of correspondence, memoranda, requisitions, reports, records, board agenda items, agendas, spreadsheets, forms, letters, emails, calendars, and Google Docs
- Assists in coordination and monitoring of department matters to ensure legal compliance
- Researches, compiles, and reviews data for special projects and various reports; assist in the review and development of district policies and procedures
- Assists in the preparation and administration of assigned budgets by organizing financial materials, tracking expenditures, and ensuring accurate fiscal records are kept for various programs and accounts
- Communicates with personnel, vendors, and various outside agencies to exchange information and resolve issues or concerns; with local, state, or federal agencies as applicable and coordinates reports to meet time schedules
- Assembles background materials and types minutes of meetings as assigned
- Operates a variety of office machines, equipment, and assigned software; maintain current knowledge of computers and programs, such as Word, Excel, PowerPoint, Outlook, Google Drive, Adobe Pro, as well as PowerSchool and QSS
- Collaborates with other staff and may assist in orientation of new hires
- Performs other related duties as assigned that support the objective of the position

**SPECIALIZED DUTIES (ADMINISTRATIVE SERVICES):**

- Perform tasks in connection with the operation of the financial system
- Understanding of Generally Accepted Accounting Principles (GAAP)
- Knowledge of the policies and operations of fiscal services and related business services department
- Initiate and/or coordinate the revision of forms and documents; create, design, and update various handbooks and procedural manuals
- Supports compliance efforts during District Audits and responds to California Public Act Requests related to Human Resources
- Help develop Instructional and Work Calendars for students, staff, and parents
- Manages and maintains department website content to ensure information is readily available
- Maintain and ensure safekeeping of bank cards for custody, authorization or control of assets, data and records
- Assists as needed with the banking deposit processes
- Reconciles department absence records using absence tracking system
- Provides account coding for HR related payroll items
- Assists with annual District employee recognition event
- Prepare performance examinations and interview materials for candidate selection processes
- Manages the procurement of departmental supplies

**SPECIALIZED DUTIES (STUDENT SERVICES/CONTINUOUS IMPROVEMENT):**

- Assist management with short and long-term improvement project management planning and coordination
- Communicate with multiple teams; coordinate meetings, professional development, and monitor task completion

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- Take information provided by Administrator and create clear and concise presentations
- Monitor multiple budgets and make recommendations to Executive Director for efficient use of department funds

**SPECIALIZED DUTIES (COMMUNICATIONS):**

- Plan and provide administrative and clerical support for community engagement events and select departmental and district activities
- Utilize communication platforms and technology, including mass notification systems, electronic flyer distribution, website content management systems, email marketing, and social media accounts to inform internal and external audiences of District news, events, and initiatives
- Assist in the creation, planning, development, and dissemination of District communications, including newsletters, electronic flyers, website content management, and District social media content accounts
- Conduct research and prepare reports related to communication activities including but not limited to survey data, market research, social media, and communication material/publication analytics
- Prepare communication and public relations materials and projects and assist in the coordination of communication projects and events
- Arrange and coordinate printing, distribution, and mailing of publications, with inside and outside service providers
- Monitor and track news media and social media activity concerning the District and its schools
- Handle and triage news media inquiries
- Handle and triage California Public Act Requests for the District
- Assist in the overall management of the Communications and Community Engagement Office, including the purchase of supplies and equipment
- Support crisis and emergency communication planning, including using mass notification systems

**SPECIALIZED (FACILITIES):**

- Assist with scheduling and coordinating the use of meeting rooms
- Signs letters which do not require administrative review
- Processes developer fee payments
- Works with architects and contractors to coordinate signing of contracts
- Coordinates flow of communication with architects and contractors
- Attend and records meeting minutes of various committees
- Coordinate and schedule building access controls
- Creates access control badges for ESC staff

**KNOWLEDGE:**

- Applicable laws, codes, regulations, standards, policies, and procedures
- Understanding of general office procedures, record-keeping, filing, and office management techniques
- Telephone techniques and etiquette
- Business letter writing, editing, and proofreading techniques
- District organization, operations, policies, and procedures
- Financial and statistical record-keeping techniques
- Clerical accounting including processing purchase orders, tracking budgets, and invoicing
- Methods of collecting, researching, and organizing data and information
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Oral and written communication skills

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- Attention to detail and accuracy in data entry
- Operation of a computer, assigned software and office equipment
- Interpersonal skills using tact, patience, and courtesy

### **ABILITIES AND SKILLS:**

- Perform highly complex and responsible administrative, secretarial, and office support duties
- Coordinate the flow of communications and information for an assigned department
- Plan, prioritize, and organize work to meet deadlines, schedules, and timelines
- Develop correspondence, including materials of a confidential nature, independently from notes, instructions, transcription, etc., incorporating policy, regulation, or Education Code where appropriate
- Initiate forms, communications, board agenda items, special assignments, and projects for the assigned administrator
- Coordinate and facilitate projects to meet time schedules and deadlines
- Provide technical, clerical, and logistical support to personnel engaged in department activities
- Facilitate/attend the activities of various committees for and/or with the administrator
- Develop, monitor, and maintain department budget/fiscal records and reports
- Understand and maintain a variety of records, databases and files
- Data structure, organization, manipulation and query development
- Understand and resolve issues, complaints, or problems
- Use a computer, assigned software and office equipment
- Providing exceptional customer service handling inquiries, and resolving complaints tactfully
- Establish and maintain cooperative and effective working relationships with those contacted in the course of work
- Communicate clearly and concisely, both verbally and in writing
- Maintain calm under pressure
- Work independently and collaboratively as part of a team
- Adaptability and flexibility in a fast-paced environment
- Demonstrate a proactive approach in accepting and tackling responsibilities and challenges

### **PHYSICAL REQUIREMENTS:**

**Physical abilities** include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

**Significant physical abilities** include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

### **WORK ENVIRONMENT:**

The work environment characteristics described 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 moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.