

## Natomas Unified School District

## Position Description

Position: Administrative Assistant	Position Number:
Department: District Office	FLSA: Non-Exempt
Reports to: Associate/Assistant Superintendent	Salary Schedule: Confidential

### **Summary**

Performs responsible and complex secretarial, technical, and clerical skills for the Associate/Assistant Superintendent. Assists the Associate/Assistant Superintendent by performing administrative tasks and coordinating and participating in workflow and clerical support activities of the District.

### **Distinguishing Characteristics**

The Confidential Administrative Assistant supports the Associate/Assistant Superintendent of a District-level division and requires both supplemental training and experience. To advance to Confidential Administrative Assistant, incumbents would be expected to have a minimum of two years of experience as an Administrative Secretary or equivalent position, to learn the unique operations of the function served, as well as the following demonstrated competencies: the ability to work independently in a high volume office environment and respond proactively to the needs of the public and District staff; ability to organize, coordinate, and carry out administrative duties and pay close attention to detail; proficiency in word processing, spreadsheet and data base; ability to coordinate projects requiring information from other sources.

### **Essential Duties and Responsibilities**

- Performs varied and responsible technical and secretarial duties to assist in the processing and completion of District operations.
- Coordinates, supervises, and monitors special projects, assignments and activities as assigned.
- Receives complaints and determines whether to initiate action to resolve the problem or to refer to appropriate person.
- Schedules and coordinates the Associate/Assistant Superintendent's calendar and appointments. Confirms appointments, conferences and related meetings.
- Coordinates travel arrangements, and reimbursements.
- Notifies District administrators of due dates for performance evaluations; monitors receipt and follows up on late evaluations.
- Attends a variety of meetings to take minutes as assigned. May serve as recorder at negotiation sessions, preparing agendas and minutes.
- May serve as back-up to the Executive Assistant to the Superintendent by attending Board meetings in her absence to take minutes.

- Assists in the preparation of the department's budget. Organizes budget and financial material to monitor expenditures and income, recommending and instituting department budget revisions when necessary.
- Coordinates the preparation and distribution of contract agreements, as needed.
- Maintains a variety of specialized files. Assures confidentiality of specified records.
- Acts as liaison and coordinates with professional firms and services.
- Composes letters and memos from brief notes, oral instructions, or own knowledge of subject matter.
- Prepares Board agenda items.
- Screens mail. Independently answers inquiries for information.
- Prepares department handbooks, brochures, etc.
- Arranges committee and other meetings, as needed, preparing agendas and minutes for approval and distribution.
- Processes administrative details not requiring the immediate attention of assigned administrator.
- Receives a variety of documents and forms; checks for accuracy and verifies completeness prior to processing.
- Compiles and computes statistical data and technical material for routine reports as required.
- Performs other related duties, as assigned.

### **Qualifications**

#### **▪ Knowledge and Skills**

Requires strong working knowledge of modern office practices, procedures and equipment, including complex filing systems, receptionist and telephone techniques and letter and report writing and generation. Requires a thorough knowledge of those activities associated with accounting, budget, statistical record keeping, staff administration, and confidential record keeping. Must be skilled in using various standard office machines, including computers and software specifically related to the position's work activities. Must have organizational skills to the level necessary to provide appropriate copies of codes, regulations, and documents as required. Requires a thorough knowledge of proper English usage, grammar, spelling, punctuation and basic arithmetic skills. Must be skilled in using and troubleshooting various standard office machines, including personal computers with word processing, database, desktop publishing and spreadsheet applications.

- **Abilities**

Requires the ability to perform all of the duties of the position efficiently and effectively. Must be able to coordinate and perform office, secretarial and clerical work with speed and accuracy. Must be able to learn, interpret, explain and apply District policies, rules and objectives. Requires ability to analyze situations and accurately adopt an effective course of action. Requires ability to analyze data, reach sound conclusions and communicate same both in oral and written formats. Requires the ability to plan, prioritize and lead work in order to meet schedules and timelines. Requires the ability to interpret, apply policies and regulations. Must be able to work with minimal supervision in a manner conducive to proficient performance. Must be able to write and maintain records according to standards required of the position. Position requires sufficient communication abilities to effectively interact both on a formal and informal basis with District personnel, community and business and governmental officials/representatives and the public.

- **Physical Abilities**

Requires sufficient hand/eye coordination and manual dexterity to keyboard at an advanced rate (about 60 wpm). Requires sufficient visual acuity to recognize words letters and numbers. Requires auditory ability to carry on conversations over the phone and in person. Requires ambulatory ability to retrieve work materials.

- **Education and Experience**

High School diploma or equivalent supplemented by course work in secretarial science or a related business field desired. Minimum of five (5) years of varied secretarial and clerical or office management experience, with three (3) years of increasingly responsible clerical experience, including at least one year of secretarial experience in a school district, preferred.

- **Licenses and Certificates**

TB Test clearance, Criminal Justice Fingerprint clearance, and valid Driver's license.