



SAN MATEO UNION HIGH SCHOOL DISTRICT

CLASSIFIED JOB DESCRIPTION

JOB TITLE: ADMINISTRATIVE ASSISTANT II – FISCAL SERVICES
REPORTS TO: Director of Fiscal Services **SITE:** District Office
CLASSIFICATION: Classified Bargaining Unit **WORK YEAR:** 12 Months
SALARY: Range 147 – Classified Salary Schedule
APPROVED BY THE BOARD OF TRUSTEES: February 9, 2023 **EFFECTIVE DATE:** June 1, 2023

JOB SUMMARY:

The Administrative Assistant II coordinates the administrative functions and details of the Fiscal Services department in the areas of Accounting, Payroll and Purchasing. Performs skilled and complex administrative support work; participates in planning, organizing, and scheduling meetings, events, etc.; maintains frequent, sensitive and critical contacts with administration and staff; receives and attempts to resolve complaints/problems; maintains calendar and all general, confidential and special files used by the Fiscal Services department; receives, screens, prioritizes, routes and/or handles the Fiscal Services mail, assists in responding promptly to correspondence, requests for information, etc.; performs other related duties as assigned. The Administrative Assistant II is responsible for maintaining the monthly attendance records and sign-in sheets for all staff and extra-duty personnel. The Administrative Assistant II assists, collaborates, and provides backup to all support staff in Fiscal Services and District Office as needed.

CLASS CHARACTERISTICS:

This position is distinguished from the Administrative Assistant I classifications by the nature, scope and complexity of the work which requires a higher degree of proficient communication, organizational and analytical skills and knowledge of the operations, policies, functions, and organizational relationships of a school district administrative office; the work requires a higher degree of flexibility, initiative, independence, and judgment in the selection and application of methods or procedures to resolve problems and accomplish tasks; the work involves dealing with a wide variety of information on a strictly confidential basis; the work involves contact with employees, private and public agencies.

ESSENTIAL FUNCTIONS:

1. Provides administrative assistance to the Director of Fiscal Services, Managers of Accounting and Purchasing.
2. Serves as liaison for the Fiscal Services department with District, school staff, public, and private agencies.
3. Assists the Fiscal Services department in arranging priorities for handling of correspondence, opening and date stamping mail, preparing FedEx. Involves using workflow automated software.
4. Assists in scheduling and preparing for school site and department meetings, printing reports and schedule conference rooms.
5. Reviews records retention requirements, coordination of shredding/disposal and file organization for the department.
6. Composes, edits and assembles correspondence, reports, memoranda, and other materials independently.
7. Facilitates implementation of Department programs or directives including scheduling for team building/ retreat events, trainings and professional development opportunities.
8. Composes and edits correspondence on a wide range of subjects including audits and charter school reporting.
9. Prepares reports by researching, assembling, and summarizing information and data including editing and proofreading financial reports and PowerPoint presentations.

10. Attends meetings to provide support; and may serve on committees, preparing agendas and recording minutes.
11. Maintains material of a highly confidential and sensitive nature.
12. Maintains the Fiscal Services appointment calendar; and assists in coordinating special projects.
13. Makes registration/travel arrangements for the Fiscal Services department related to conferences or other meetings and functions.
14. Responds to written and verbal requests for information.
15. Creates and reviews reports for board meetings.
16. Coordinates and maintains the Time and Attendance system, sign-in-and-out procedures, mailboxes, and general activity of the Fiscal Services department.
17. Primary contact for the cash management service provider for the department.
18. Assists, collaborates, and provides backup to all support staff in Fiscal Services department and District Office as needed.
19. Assists Fiscal Services staff with technology related requests.
20. Provides information to staff and the public on department policies and procedures.
21. Provides letters, memoranda, reports, flyers, newsletters, tables, charts and power point presentations.
22. Assists in review of transmittals and other reports for the department.
23. Maintains office inventory supplies and order, as needed.
24. Maintains Fiscal Services website working with the Executive Coordinator.
25. Assists in printing reports, reviewing information and checking in with other departments to prepare for the District's emergency preparedness.
26. Performs other related duties as assigned.

Employment Standards:

- Incumbent must be able to perform essential functions above plus assigned department duties with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, administrators, the Board of Trustees, students, parents and the general public.

QUALIFICATIONS:

Education/Training Experience

- Three years of increasingly responsible administrative experience, including the exercise of independent judgment, preferably within a school district.
- Excellent knowledge of correct English usage, spelling, grammar, and punctuation.
- Ability to plan, organize, and schedule meetings and events.
- Possession of effective public relations skills.
- Ability to effectively communicate with administration, staff, students, parents, media, and community.
- Excellent working knowledge of Microsoft Word/Office software.
- Ability to monitor and reconcile office budgets.
- Ability to compose, type and assemble correspondences, reports, memoranda, newsletters, and other materials.

DESIRABLE SKILLS:

- Related experience in a school or in a central administration office setting.
- Knowledge of laws and regulations, governing a school district.
- Knowledge of Microsoft Office products, including Excel and presentation software.

PHYSICAL DEMANDS/WORKING CONDITIONS:

- Ability to read hand-written and fine printed materials and the ability to focus for close vision.

- Ability to hear conversation in person and on the telephone.
- Ability to operate a computer keyboard, copier and related office equipment.
- Mobility to move from desk to cabinets and files within a department.
- Physical stamina to stand, reach, bend, lift, kneel, and squat
- Ability to sit for extended periods of time.
- Ability to lift up to 10 pounds
- Office environment.
- Constant interruption.
- Noise level in working environment is moderate.

LICENSE/OTHER REQUIREMENTS (PRIOR TO EMPLOYMENT):

- Must maintain a valid California Driver’s License.
- Must successfully pass the District’s pre-employment Department of Justice fingerprint clearance.
- Must successfully pass the District’s pre-employment tuberculosis testing.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description. Reasonable accommodations may be made to enable individuals with disabilities to perform the above-stated essential functions.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

EQUAL OPPORTUNITY EMPLOYER STATEMENT

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

- [Equity Flyer](#)
- [BP0415.1 Racial Equity](#)
- [AR0415.1 Racial Equity](#)

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.