

CONFIDENTIAL JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT II

JOB SUMMARY:

Serves as personal and confidential secretary to the Superintendent and Board of Education; performs a wide variety of complex and responsible secretarial duties, often of a confidential nature; coordinates communications and information; and assists with administrative and other non-routine duties.

ESSENTIAL JOB FUNCTIONS:

- Keeps informed on regulations, policies, developments, assignments, and deadlines.
- Researches and assembles information for use with reports and other documents.
- Evaluates situations in order to take appropriate action or to direct to appropriate personnel for resolution.
- Screens and schedules appointments and keeps calendar updated for Superintendent.
- Assists the Superintendent and Board of Education with administrative matters; interviews callers, exercising considerable judgment and applying experience in decision making; provides information in accordance with established procedures and policies; and refers problems requiring technical answers to appropriate administrators.
- Composes letters, memoranda, and other materials independently or from minimal instructions.
- Receives and prepares correspondence, reports, faxes, and e-mails.
- Maintains administrative correspondence and confidential files.
- Disseminates information where judgment, knowledge, and interpretation of procedures and regulations are necessary.
- Assists in planning details for meetings, conferences, and other public gatherings.
- Assists in arranging business/conference travel for Superintendent and Board of Education.
- Indexes Board of Education minutes.
- Assembles resolutions, agreements, and agenda items of official Board of Education minutes for binding.
- Assists other District staff members in various tasks (i.e., proofreading District publications, providing office support, etc.).
- Screens visitors, telephone calls, and mail.
- Processes requisitions and travel requests and orders office supplies via the computer system.
- Orders and maintains inventory of principals' professional library.
- Verifies Cabinet, Executive Directors', and Principals' Absence Records.
- Maintains new/revised Board Policies on District's website.
- Prepares Purchasing and Information Services Board of Education agenda items.
- Coordinates preparation of 6th grade promotion certificates.
- Prepares Board agenda in the Assistant's absence.

- Attends and records Board meetings and prepares Board minutes for the Superintendent and Board of Education approval in the Assistant's absence.

- Assists in the preparation of the weekly update and other related responsibilities in the Assistant's absence.
- Assists in the review of the Board Highlights.
- Projects the Superintendent and Board of Education in a positive and supportive manner to staff and public.
- Maintains a team-oriented atmosphere in the District's executive offices.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Evidence of successful full-time secretarial experience at the level of Secretary II or equivalent.
- Ability to maintain the security of sensitive, confidential, and privileged information; relate to employees and the public in a positive and caring manner; type at a minimum speed of 55 words per minute; understand and carry out oral and written directions; and establish and maintain cooperative working relationships.
- Ability to perform a variety of difficult tasks; prioritize tasks and accomplish them in a timely manner; and work independently.
- Knowledge of modern office procedures and practices, including personal computer applications (Microsoft Windows XP, Microsoft Word, PowerPoint, Outlook, Excel, Netscape); and appropriate English usage, spelling, grammar, punctuation, and mathematical processes.
- Knowledge of the Brown Act and District's policies and practices.
- Graduation from high school or equivalent.
- College and/or business school highly desirable.

Confidential Salary Schedule: Range 26
BOARD APPROVED: 4/18/06
REVISION DATES: 9/10/07