

CONFIDENTIAL JOB DESCRIPTION

BUSINESS SERVICES AND SUPPORT SPECIALIST

JOB SUMMARY:

Serves as executive assistant to the Assistant Superintendent for Business Services and Support, performs a wide variety of complex and responsible secretarial work, coordinates communications and information, assists with administrative and other nonroutine duties, and performs other professional duties of a specialized nature.

ESSENTIAL JOB FUNCTIONS:

- Interprets the policies and procedures relating to Business Services and Support to officials, District staff, and the public.
- Keeps informed on regulations; policies; developments; local, state, and federal laws; assignments; and deadlines relating to Business Services and Support.
- Prepares, generally confidential, materials for Board of Education meetings. Coordinates and assembles items for presentation by the Business Services and Support Division, provides assistance and materials as needed, and conducts follow-up.
- Researches and assembles technical information for the Assistant Superintendent, Cabinet, and other District staff for use with various reports, documents, and presentations.
- Works with the Assistant Superintendent on specialized projects (i.e., charter schools, public capital financing, legislative agendas, educational initiatives) and prepares/distributes various documents.
- Assists in preparing District financial information. Assists finance staff with preparation of Board agenda items; correspondence; reports; and local, state, and federal documents.
- Works at a technical level with legal counsel, bond counsel, financial consultants, architects, contractors, etc., on items requiring Board of Education action and assists in preparing items for presentation to the Board of Education.
- Coordinates, assembles, prepares, and distributes meeting notices, agendas, minutes, and supporting documents for the General Obligation Bond Independent Citizens Oversight Committee, the CVESD Public Facilities Financing Corporation, the Budget Advisory Committee, and other committees/organizations as assigned. When necessary, posts and distributes meeting notices and agendas in accordance with Brown Act requirements.
- Accepts subpoenas served on the District for student and employee information/records, prepares District responses, and works at a technical level with attorneys and legal agencies. Provides assistance to school sites regarding court documents, subpoenas, and release of student information/records.
- Develops complex/detailed computer generated reports, documents, and presentations utilizing a variety of computer software.
- Maintains Board policies and administrative regulations relating to Business Services.
- Schedules meetings for Assistant Superintendent with District staff, city, county, and various agencies, parents, and public. Plans details for meetings, conferences, forums, and other public gatherings.
- In specific situations, coordinates activities of divisional staff members in order to attain a

BUSINESS SERVICES AND SUPPORT SPECIALIST

Page 2

specific goal.

- Evaluates situations in order to take appropriate action or to direct to appropriate personnel for resolution.
- Maintains administrative and correspondence files, confidential files, and official records.
- Coordinates office communications within the Business Services and Support Division. Serves to coordinate Business Services and Support with other Cabinet divisions.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Five years of full-time experience of a secretarial nature, at least two of which have been at an administrative secretary or administrative assistant level; experience in working in a school environment is preferred.
- Ability to type at 55 net words per minute; perform a variety of difficult secretarial work involving sound judgment, problem solving, collaboration, teamwork, and conflict resolution; lay out work for others, direct them in the work, and get them to work together effectively; relate to employees and the public in a positive manner; communicate and interact effectively and professionally under pressure; compose correspondence and materials independently; understand and give clear and concise explanations and recommendations; work independently in the absence of specific instructions; retain the confidentiality of the work assigned.
- Knowledge of policies, local, state, and federal laws, rules, and regulations, including the California Education Code, the Brown Act, and individual charter school agreements, affecting the work of the Assistant Superintendent for Business Services and Support; Business Services and Support Division roles and responsibilities; modern office practices and equipment; Microsoft computer applications; English usage, spelling, grammar, punctuation, and composition; organization and collection of data; principles of supervision.
- High school diploma or equivalent. Business or technical (secretarial) training school highly desirable.

Confidential Salary Schedule: Range 28

BOARD APPROVED: 11/14/00

REVISION DATES: 9/12/12