MT DIABLO UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE ASSISTANT (CF)

Primary Function

Provides administrative support to an assistant superintendent.
Performs specialized administrative support functions related to the operations and programs of the Assistant Superintendent. May perform work related to employee/employer relations.

Directly Responsible To

Assistant Superintendent of the assigned division.

Supervision

Assists in the supervision of classified staff as assigned.

Major Responsibilities

1. Performs specialized administrative support functions for the Assistant Superintendent.
2. Assigns, supervises and coordinates staff activities.
3. Maintains calendar for Assistant Superintendent.
4. Performs specialized departmental administrative services.
5. Takes and transcribes minutes of meetings.
6. Interprets policies and procedures regarding the department services.
7. Assists in preparation of departmental decisions.
8. Operates a variety of office equipment, including computers with word processing software, spreadsheets, and database programs.
9. Attends job related meetings and activities specified by the Assistant Superintendent.
10. Performs those duties and responsibilities, including supervisory and advisory duties, as may be prescribed by the Assistant Superintendent and/or Superintendent.

Qualifications

Knowledge and Skills

1. Knowledge of modern office practices, procedures and equipment including automated data and/or word processing storage and retrieval systems, spreadsheets and database programs.
2. Knowledge of general district policies and procedures.
3. Knowledge of the concepts and practices of public administration.

4. Skill in expressing oneself clearly and concisely, verbally and in writing.
5. Skill in understanding and following complex oral and written instructions.
6. Skill in analyzing facts, exercising sound judgments and arriving at conclusions.
7. Skill in working independently without specific instructions.
8. Skill in composing letters, memoranda and preparing minutes of meetings.
9. Skill in handling confidential material with discretion.
10. Skill in dealing effectively with the public and district staff.
11. Skill in typing, taking and transcribing dictation quickly and accurately as required by position.
12. Skill in operating a personal computer and/or computer terminal for word processing, spreadsheets, database and other programs.
13. Skill in translating Board and district policy to various employees, individuals and groups.
14. Ability to exercise good judgment and tact.
15. Ability to cope with emergency situations.
16. Availability for no-notice overtime as required.

Education, Training and Experience

1. Advanced training or education in business/public administration.
2. Progressively responsible administrative secretarial experience.
3. Experience in a public school administrative setting highly desirable.

Adopted by the Board of Education 3/10/98

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