MT. DIABLO UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE ASSISTANT to the SUPERINTENDENT (C/F)

Primary Function

Provides administrative, secretarial and clerical support to the Superintendent and Board of Education. Takes initiative and uses independent judgment in accordance with established procedures.

Performs work related to employee/employer relations.

Directly Responsible To

Superintendent

Supervision

May supervise the work of classified employees as assigned

Major Responsibilities

1. Assists with the preparations of the Board's agendas and back-up material.

2. Performs administrative secretarial work for the Superintendent.

3. Takes and transcribes minutes of all Board of Education meetings. May be required to take and transcribe minutes of other meetings, as assigned.

4. Provides clerical support to members of the Board of Education including making travel and conference arrangements.

5. Monitors and assists in the updating, revision and development of Board policies and administrative regulations.

6. Maintains calendar for Superintendent.

7. Maintains general and special files

8. Composes correspondence.

9. Types, from draft and other sources, letters, memoranda, reports, and other materials.

10. Arranges meetings and conferences and makes necessary reservations.

11. Exercises discretion and judgment on delegated administrative decisions.

12. Receives and dispenses information to the general public and other departments.

13. Prepares regular reports, recaps and updates as assigned.

14. May perform administrative duties on special projects.

15. Follows through and assures proper resolution of problems, complaints and other specific issues brought to the office.

16. Collects and prepares data for complex and confidential reports as assigned.

17. Utilizes methods to improve work flow and simplifies reporting procedures.

18. Responds to inquiries from state, county and district personnel and the public.

19. Interprets policies, regulations, and procedures.

20. Operates a variety of office equipment including computers with word processing, spreadsheet, and data base programs software.

21. Provides training, staff development and on-going support, as required.

22. Serves as point of contact for news media.

23. Approves distribution of flyers to school sites.

24. Plans and implements receptions.

25. Attends job related meetings and activities specified by the position supervisor.

26. Performs additional duties assigned by the position supervisor as an adjunct to regular stated duties.

27. Performs those duties and responsibilities, including supervisory and advisory duties, as may be prescribed by the Superintendent.

Qualifications

Knowledge and Skills

1. Knowledge of office procedures and practices.

2. Knowledge of correspondence English and spelling.

3. Knowledge of basic accounting procedures as position requires.

4. Ability to exercise good judgment and tact.

5. Ability to work effectively with all segments of the educational community and general public.

6. Ability to design and implement procedures.

7. Knowledge of school district operations and procedures.

8. Skill in translating Board and district policies to various employees, individuals and groups.

9. Knowledge of policies, laws and regulative procedures of the office to which assigned.

10. Knowledge of the purpose, function, and practices of own department.

11. Knowledge of the functions and procedures of other district departments.

12. Knowledge of modern office equipment including automated data and/or word processing storage and retrieval systems, spreadsheet and data base programs.

13. Skill in working independently without specific instructions.

14. Skill in handling confidential material with discretion.

15. Skill in typing, taking and transcribing dictation quickly and accurately.

16. Skill in dealing tactfully and effectively in person and on the telephone.

17. Skill in operating a personal computer and/or computer terminal for word processing, spreadsheets and other programs.

18. Ability to be available for no-notice overtime as required.

Education, Training and Experience

1. Increasingly responsible experience in performing complex. high-level clerical or office management duties.

2. Progressively responsible administrative secretarial duties.

3. An equivalent combination of training and experience.

4. Notary Public desirable.

Confidential
Range 576

Adopted by the Board of Education: January 26, 2010