



# Excellence for All

## Senior Administrative Assistant – Curriculum, Business, Human Resources

**Basic Function:** Under the direction of an Assistant Superintendent and/or assigned designee, performs responsible, technical and complex secretarial services to assist with administrative and clerical support detail for an assigned District-wide function; plans, organizes and coordinates office activities and coordinates flow of communications; maintains confidentiality of privileged and sensitive information; applies extensive knowledge of District policies and exercises independent judgment.

### **Distinguishing Characteristics:**

The Senior Administrative Assistant is the journey level of the clerical job family. A Senior Administrative Assistant provides direct support to an assigned Assistant Superintendent and performs more complex secretarial duties. Specific job functions may fluctuate depending on the supervisor's area of oversight. The Senior Administrative Assistant position is distinguished from other clerical positions by the level of responsibility required to support an Assistant Superintendent.

### **Representative Duties:**

#### Essential Functions:

- Maintain District standards of excellent customer service and professional behavior in various and sometimes challenging situations.
- Access and monitor District email daily to receive important updates from school and District administration.
- Participate in staff development and in-service training programs as assigned.
- Perform technical and complex secretarial duties in support of an Assistant Superintendent; plan, organize and coordinate operating procedures, communications, and administrative support functions to relieve the administrator of administrative and clerical duties; assures smooth operation of an assigned office.
- Maintain confidentiality of privileged and sensitive information including negotiations, personnel transactions, and/or District actions.
- Provide information on policies, rules and regulations and provide detailed and technical information concerning District established guidelines.
- Prepare and update a variety of forms, reports, bulletins, records and purchase orders.
- Compose confidential memos, letters or other materials independently or from rough draft. Prepare and maintain a variety of confidential records and files; maintain confidentiality of sensitive information related to District actions.
- Communicate with District personnel, student families or community on confidential or sensitive issues according to established District guidelines and procedures. Apply extensive knowledge of District policies and exercise independent judgment; expedite transmittal of information and facilitate implementation of policies and programs; assure timely communications.
- Research and compile information and compute statistical data for Federal, State and District reports, departmental budget and special projects as assigned.
- Perform administrative tasks related to assigned areas of responsibility.
- Screen and respond to various communications with a lens of superior customer service.
- Prepare agenda items and materials for Board meetings; research and collect information. Attend a variety of meetings assigned; prepare and send notices; collect and compile information; record proceedings according to established procedures; prepare and distribute minutes.
- Schedule meetings, conferences, and appointments; arrange for conference rooms; maintain calendars; arrange and schedule travel accommodations and assist with set-up and preparation for meetings.
- Monitor inventory levels of office and designated supplies; order, receive and maintain supplies.
- Train and provide work direction to clerical and secretarial personnel as assigned.
- Operate a variety of office equipment.

#### Other Duties:

- Perform related duties as assigned.
- May be assigned out of class work as prescribed by Merit Rules and Regulations.

#### **Knowledge and Abilities:**

##### Knowledge of:

- District standards of excellent customer service, interpersonal skills using tact, patience, and courtesy.
- Operations, procedures, specific rules, and precedents of the office.
- Laws, rules, and regulations related to assigned activities related to confidentiality of sensitive information.
- Modern office practices, procedures, equipment, applicable software, data entry and record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communication skills, telephone and e-mail etiquette.

##### Ability to:

- Understand and follow oral and written directions.
- Establish and maintain effective and cooperative working relationships with others.
- Communicate respectfully and effectively, both orally and in writing, with students, staff, and the public.
- Learn and incorporate new skills, techniques and/or industry trends.
- Maintain regular and consistent attendance.
- Perform secretarial and administrative support duties to relieve an assigned administrator of administrative detail.
- Apply extensive knowledge of District policies and exercise independent judgment.
- Learn applicable sections of the State Education Code.
- Learn, interpret, apply, and explain pertinent laws, regulations, and policies.
- Compose correspondence and written materials independently.
- Maintain records and prepare reports.
- Operate a computer terminal to enter data, maintain records and generate reports.
- Read, interpret, apply, and explain rules, regulations, policies and procedures.
- Complete work with many interruptions.
- Adapt to changing environment and manage consistent workload.
- Understand and work within scope of authority.

**Education/Licenses/Experience:** Any combination equivalent to sufficient education, experience, and/or training to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: Graduation from high school and four years increasingly responsible administrative experience. Experience in school or public sector preferred. Successful completion of the Merit examination process is required.

#### **Working Conditions:**

Environment: Office environment with frequent interruptions, changing priorities, short deadlines, and have direct contact with employees and the public.

Physical Demand/Hazards: Dexterity of hands and fingers to operate a computer keyboard and other office equipment. Seeing to read a variety of materials. Hearing and speaking to exchange information in person and on the telephone. Sitting for extended periods of time. Lifting, bending at the waist, kneeling, or crouching to file materials.

Emergency Conditions: Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

**Salary Range:** 129

**Approved by Personnel Commission:** June 23, 2014

**Revised:** Standard Education/Exp language 9/27/17

**Personnel Commission Classification/Compensation Study Approved:** July 12, 2023

**Revised:** 8/26/26