

**Summary**

Performs a variety of specialized and independent secretarial and administrative support duties within a District department. Coordinates the flow of information among work groups; may distribute work to other support staff. Work activities include but are not limited to the development and administration of office workflow systems, independent research, assistance in budget development and monitoring, detailed record keeping, taking and transcribing of dictation and assisting in the implementation of District policy in a District department.

**Distinguishing Characteristics**

District Departmental Administrative Assistants have the ability to work independently in a high volume office environment, even with considerable interaction with staff and the public. This position organizes multiple daily and extended tasks and projects. The position of District Departmental Administrative Assistant is typically the main secretary for a department or a group of departments and serves primarily as administrative support for one or more major areas for the entire District.

**Essential Duties and Responsibilities**

- Performs technical and lead secretarial duties in a District department. Uses independent judgment and an understanding of site and District protocols in performing work. Depending on assignment, may organize employee workflows to maximize efficiency and meet deadlines.
- Maintains budget and departments' finances based on individual department needs.
- Coordinates and schedules meetings/special events as directed. Informs participants, confirming dates and times. Prepares participant information packets. Attends meetings as assigned. Records, transcribes, distributes and maintains minutes of proceedings as directed.
- Types from rough drafts or verbal instructions a variety of materials including schedules, reports, manuals, statistical data, complex documents and other materials using appropriate software. Independently composes and distributes correspondence. May take and transcribe dictation.
- Coordinates department activities, including communications regarding department activities, events and timelines to relieve the administrator of routine administrative detail. Initiates and receives telephone calls and correspondence. Provides information and resolves matters as appropriate.
- May maintain departmental calendar(s); publish daily, weekly and/or monthly publications; maintain an online version of the activities calendar; and/or update designated website(s).
- Monitors and prepares employee records and forms, including payroll and attendance. Assists department administrator in monitoring allocated staffing figures and tracking employee performance evaluations.
- Distributes keys to staff members and maintains accurate record of transactions. May assist substitutes by providing them with keys and materials.
- Orders and distributes supplies and office materials as needed. May maintain materials and equipment inventory.
- Assists with preparation of Board of Education agenda items and reports by gathering information and documentation necessary for Board meetings.
- Prepares and distributes technical reports. Creates spreadsheets and databases as needed to perform assigned duties. Updates information and maintains data files. Accesses databases to extract information and reports supporting research and special requests.

- Receives, prepares, handles and stores confidential information. Maintains confidentiality.
- Processes or assists in processing requests for school and public groups to use District facilities. Coordinates appropriate staff to provide service to groups using the facility.
- Maintains the telephone system based on individual department needs.
- Reports and schedules repairs to offices, buildings and equipment as needed.
- Assists in the preparation of District-wide policies and procedures.
- Assists in the preparation and administration of contracts and other legal matters.
- Performs, collects and initially prepares research as directed.
- Communicates with students, staff, parents and the public using tact, diplomacy and courtesy in sometimes confrontational or stressful situations.
- Performs other duties as assigned that support the overall objective of the position.
- Requires the ability to comprehend and follow district safety plans, procedures, and policies and all other district standards and procedures

## **Qualifications**

### **▪ Knowledge and Skills**

Requires a thorough knowledge of office practices, procedures and equipment, including filing systems, receptionist and telephone techniques, and letter and report writing. Requires a working knowledge of those activities associated with accounting, budget and payroll transaction processing, and statistical record keeping. Requires thorough knowledge of proper English usage, grammar, spelling, punctuation, proofreading/editing, and basic mathematics skills. Must be skilled in using and troubleshooting standard office machines, including common business computer applications. Proficiency in using word processing, databases, desktop publishing, presentation graphics and spreadsheet applications. Must be familiar with Health and Safety regulations. Must have strong communication skills to project a positive image of the position and the District and to convey general information about the District and detailed department information to customers.

### **▪ Abilities**

Requires the ability to work independently and with others. Requires the ability to analyze and troubleshoot problems within area of assignment as assigned. Requires the ability to plan, organize and prioritize work in order to meet District and site schedules and timelines. Must be able to perform office, administrative and secretarial work with speed, accuracy and thoroughness. Must be able to adapt and learn new procedures and programs as implemented by the District. Requires the ability to communicate with peers and other District staff or public in a manner reflecting positively on the site and District. Must be able to maintain confidentiality.

### **▪ Physical Abilities**

Requires sufficient arm, hand and finger dexterity to operate keyboard, typewriter and other office equipment for extended periods of time. Requires visual acuity to read words and numbers. Must be able to speak and hear to communicate in person or over the phone. Requires sufficient movement to retrieve work materials.

### **▪ Education and Experience**

High School diploma or equivalent required. Minimum of 3 years of progressively responsible secretarial and clerical experience, preferably with at least 1 year in a school or district department setting. College credit may be substituted for some experience to a maximum of 50% of requirement for position.

### **▪ Licenses and Certificates**

Depending upon assignment, a valid California driver's license and/or first aid training may be required.