

## **SENIOR ADMINISTRATIVE ASSISTANT**

### **BASIC FUNCTION:**

Under the direction of an Assistant Superintendent, perform highly responsible and confidential secretarial and administrative assistant duties to relieve the administrator of a variety of administrative details; interpret policies and regulations to officials, staff and the public; plan, coordinate and organize office activities and coordinate flow of communications and information for the assigned administrator; train and provide work direction to assigned staff.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Perform highly responsible duties as confidential secretary to the Assistant Superintendent, relieving the administrator of a variety of secretarial and administrative details; plan, coordinate and organize office activities and coordinate flow of communications for the assigned administrator; maintain confidentiality of privileged and sensitive information.

Receive, screen and route telephone calls; refer calls or visitors to appropriate staff members; respond to requests, complaints and questions from officials, staff and the public, representing the District by phone and written communication; interpret policies and regulations to officials, staff and the public.

Coordinate and schedule various appointments and meetings; maintain and coordinate the administrator's calendar; prepare and disseminate calendar of events.

Compose correspondence independently on a variety of matters including those of a confidential nature; compile and type various letters, reports, contracts, Board agenda items, statistical data, memos, bulletins, lists and other materials as directed; prepare, format, edit and proofread written materials.

Receive, sort and route incoming mail; review and determine priority of incoming mail; compose replies independently or from oral direction.

Attend a variety of meetings and compile related notices, reports and agendas; record and transcribe minutes; distribute minutes and reports to administrative staff and the Board as appropriate.

Prepare and process documents and information relating to collective bargaining activities including employee relations and negotiations; maintain confidentiality regarding issues related to negotiations and other collective bargaining matters.

Research and compile a variety of information; compute statistical information for various federal, State and District reports; process and evaluate a variety of forms related to assigned functions.

Perform special projects on behalf of the administrator; attend to administrative details on special matters as assigned; perform varied duties related to administrator's area of responsibility and assigned programs.

Compile and maintain staffing information on District certificated staff as assigned by the position; conduct periodic audits of staff to assure compliance of subjects taught with appropriate credential; distribute, receive and review related forms.

Process applications and new employees for District employment; verify former teaching experience and transcripts for credential and salary placement.

Communicate with other departments, administrators and outside agencies to coordinate activities, exchange information and resolve issues.

Prepare, type and process requisitions according to established guidelines; monitor and maintain budget information; order office supplies in accordance with established guidelines.

Operate a variety of office equipment including a copier, fax machine, typewriter and a computer and assigned software; utilize a computer and peripheral equipment to record information and generate lists, reports and other materials; drive a vehicle to District sites as necessary.

Develop and implement office procedures to assure complete and timely operations; create office forms which facilitate work flow.

Train and provide work direction and guidance to office staff and new employees.

#### **OTHER DUTIES:**

Attend and participate in a variety of in-service trainings and meetings.

Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Functions and secretarial operations of an administrative office.

District organization, operations, policies and objectives.

Applicable laws, codes, rules and regulations related to assigned activities.

Modern office practices, procedures and equipment.

Record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Budgeting practices regarding monitoring and control.

Methods of collecting and organizing data and information.

Business letter and report writing, editing and proofreading.

Basic public relations techniques.

Operation of a computer and assigned software.

##### **ABILITY TO:**

Perform responsible and confidential secretarial and administrative assistant duties to relieve the Assistant Superintendent of a variety of administrative details.

Assist certificated staff in obtaining and renewing teaching credentials required by the position.

Learn State of California credentialing requirements and processing guidelines.

Learn to read, interpret and evaluate transcripts.

Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.

Organize complex material and summarize discussions and actions taken in report form.

Compile and prepare comprehensive reports concerning a broad spectrum of subject matter.

Compose effective correspondence independently.

Answer telephones and greet the public courteously.

Maintain a variety of complex and confidential files and records.  
Assure efficient and timely completion of office and program projects and activities.  
Organize, coordinate and oversee office activities.  
Understand and resolve issues, complaints or problems.  
Establish and revise priorities of clerical work and office activities.  
Type or input data at an acceptable rate of speed.  
Take and transcribe minutes at an acceptable rate of speed.  
Operate a computer and assigned software.  
Establish and maintain cooperative and effective working relationships with others.  
Analyze situations accurately and adopt an effective course of action.  
Plan and organize work.  
Meet schedules and time lines.  
Work confidentially with discretion.  
Work independently with little direction.

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by college-level coursework in business, secretarial science or a related field and four years of increasingly responsible secretarial or administrative assistance experience.

### **WORKING CONDITIONS:**

#### **ENVIRONMENT:**

Office environment.  
Constant interruptions.  
Driving a vehicle to conduct work.

#### **PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
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.  
Bending at the waist, kneeling or crouching to file materials.