Job Description – Administrative Secretary

Basic Function: Under general direction of an Assistant Superintendent, performs a variety of technical and complex administrative support duties for an administrator. Coordinates and performs administrative projects within a division. Exercise independent judgment concerning assigned duties and responsibilities. Coordinates work flow and support activities for the office. Demonstrates ability to serve higher level administrators and requires integrating the services of multiple sub-functions. Administrative Assistants reports to an administrator having a district-wide scope of responsibility.

Representative Duties:

Essential Functions:

- Performs technical and complex administrative support involving the use of independent judgment and an in-depth understanding of the functions and procedures of the division, with a working understanding of functions and procedures of other divisions.
- Responds to inquiries and conveys technical and/or other information about programs and services provided by the organizational unit and District. Interprets and conveys policies and procedures, referring extremely difficult or sensitive matters to the appropriate administrator.
- Organizes, balances, prioritizes, and performs administrative support duties, anticipating business and academic calendars and cycles. Establishes and works within timelines for projects, activities, and required submissions.
- Coordinates the administrative aspects of projects and events, integrating them with ongoing work routines and making assignments to other staff as necessary.
- Provides administrative support to special processes such as, but not limited to cross-functional committees, advisory boards, and special interest group meetings. Prepares forms, revisions, and final documents to support proceedings.
- Takes notes and transcribes proceedings, as required. Types (keyboards) from rough drafts or verbal instructions a variety of materials such as letters, memoranda, reports and statistical data. Independently composes original correspondence and forms on routine department matters.
- Prepares board agenda items, agreements, and contracts for services/facilities used by and/or provided by the division. Processes contract documents and sets up internal routines for monitoring performance.
- Receives and screens telephone calls and visitors, handling routine-to-difficult matters independently, providing information as appropriate, or routing calls to administrators.
- Schedules appointments and arranges meetings as directed. Prepares schedules and informs participants, confirming dates and times. May initiate hotel, conference, and travel reservations as directed.
- Prepares agreements and contracts for services used by and/or provided by the division. Processes contract documents for approval and distributes executed contracts.
- Performs special projects as assigned. Conducts research of file libraries, business transactions, official proceedings, employee and student records, industry statistics, and trends, etc., to compile reports for administration or to regulatory or governing agencies.
- Receives, handles and stores confidential information pertaining to the District and assigned division. Maintains confidentiality of private and sensitive information.
- Assists the administrator with development of organizational unit budget proposals, maintaining communications with work sections on status and information needs. Maintains approved budgets, transaction records, and audit trails, including those for capital outlay, special projects, and grant-funded activities.
- Reconciles expenditures and initiates budget allocation changes and reassignments of funds to and from various accounts, coordinating with accounting staff to assure compliance. Prepares requisitions and claims for reimbursement.
- Prepares periodic analytical reports such as researching and estimating revenue and expense projections for current and anticipated administrative commitments. Prepares financial reports for state and local agency requirements.
- Trains, assigns, prioritizes and may review work of other staff and temporary help.
Other Duties:
- Performs other duties as assigned that support the overall objective of the position.

Knowledge and Abilities:

Knowledge and Skills: Requires extensive knowledge of modern office practices, procedures and equipment, including filing systems, receptionist and telephone techniques, and letter and report writing. Requires in-depth knowledge of District and divisional operations, policies, procedures, and calendars. Requires working knowledge of Education Codes applicable to the area of assignment. Requires a well-developed knowledge of, and skill at using personal computer based software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, special applications used by the organization unit, and data entry onto custom databases. Requires skill at facilitating problem-solving processes. Requires sufficient math skills to perform financial and statistical record keeping, including double-entry bookkeeping. Requires sufficient knowledge of proper English usage, grammar, spelling, and punctuation to prepare professional correspondence. Requires well-developed human relations skill to work productively and cooperatively with diverse teams, exercise patience when dealing with internal and external customers, and convey technical concepts.

Abilities: Requires the ability to independently perform all of the duties of the position. Requires the ability to accurately take and transcribe notes and/or meeting minutes/recollections. Must be able to learn, interpret, explain and apply knowledge of district and division organization, operations, programs, functions, special terminology used in the organization unit, and labor agreements to relieve an administrator of a variety of administrative details. Requires the ability to prepare spreadsheets, graphs and charts, and enter, import, and export data to and from databases. Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines. Requires the ability to communicate with administrators, students, staff, and the community using patience and courtesy, and in a manner that reflects positively on the organization unit. Bilingual Spanish is preferred.

Education/Experience/Licenses
Must have the equivalent of a high school education. 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 supplemented by college-level education in a related field and two years of general office experience including some work within an administrative assistant functions. Additional progressively responsible secretarial experience may substitute for some higher education.

Working Conditions:
The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment: This job operates in an office environment, predominantly seated. This role routinely uses standard office equipment such as computers, calculator, phones, copy machines, filing cabinets, and fax machines. The noise level can vary depending upon daily activity but will remain within moderate noise level range. The incumbent has direct and indirect contact with public and other district staff; frequently works without guidance from immediate supervisor. The position may require working with high volume, tight deadlines, and being subject to frequent interruptions.

Physical Demands: While performing the duties of this job, the incumbent is continuously required to talk, hear, and sit for long periods of time. The position frequently requires the use of repetitive motions of the wrists, hands and fingers, grasping, and gripping. The incumbent may occasionally walk, lift, carry, and reach. The work involves little to light physical efforts; frequently exerts less than 10 pounds of force; may occasionally exert up to 20 pounds of force. This position requires near visual acuity sufficient to use a computer screen.

Classification: 122 Number of Days: 247.5
Board Approval: 10/12/2022 Revised: 09/2022 FLSA Classification: Non-Exempt

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. The district does not discriminate based on disabilities.