

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Administrative Assistant	REPORTS TO:	Assistant Superintendent
DEPARTMENT:	Human Resources/Business Services	CLASSIFICATION:	Confidential/Classified
FLSA:	Non-exempt	WORK YEAR:	12 Months
BOARD APPROVAL:	December 16, 1997	SALARY:	Range 8 / Confidential Tier IV
REVISED:	June 2, 2015		Salary Schedule

SUMMARY DEFINITION:

Perform responsible, confidential, technical and complex administrative assistant and secretarial duties; organize office activities and coordinate flow of communications; provide training and work direction to clerical personnel as assigned.

REPRESENTATIVE DUTIES: Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

E= Essential Functions

Perform responsible, confidential, technical and complex administrative assistant and secretarial duties in support of an Assistant Superintendent; plan, organize and coordinate operating procedures, communications and administrative support functions to relieve the administrator of routine clerical duties; train and provide work direction to clerical personnel as assigned. **E**

Screen callers and visitors; provide detailed and technical information concerning District policies and procedures following established guidelines. **E**

Communicate effectively with District personnel, community members, the public, parents, and others regarding confidential or sensitive issues according to established guidelines and procedures. **E**

Make telephone calls to verify, receive or transmit information; receive, open and screen incoming mail. **E**

Compose letters, memos, reports, or other materials independently, from rough draft, or from dictation; prepare Board and Cabinet agenda items from oral or written instructions. **E**

Maintain and update related department materials and information such as District job descriptions, staff directories, calendars, salary schedules, public relations items, recruitment materials and brochures, budgets, financial reports, Board Policies and Administrative Regulations, mandated cost reimbursement information, and other items as directed. **E**

Research and compile information, compute statistical data and complete reports for District, Federal, State, or other agencies as required; independently responsible for completing assigned special projects. **E**

Maintain budget information for the Assigned Department; keep all financial information current and accurate; provide budget reports as requested. **E**

Schedule meetings, conferences and appointments; arrange for conference rooms; maintain calendar; arrange and schedule travel accommodations. **E**

Maintain comprehensive records; prepare reports and files including those related to collective bargaining unit issues or labor relations activities and other confidential matters. **E**

Attend a variety of meetings; prepare and mail notices; collect and compile information;; prepare and distribute minutes or reports. **E**

Operate a variety of office equipment including computers, printers, fax machines, and copiers. **E**

Perform related duties as assigned. **E**

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed in this document are the minimum qualifications required in order to successfully be considered and hired for the position.

TRAINING, EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented and two years of college course work; four years of responsible secretarial experience including at least one year as a secretary or administrative assistant to an administrator or executive.

TECHNOLOGY, EQUIPMENT AND TOOL SKILLS:

Proficient ability to use a personal computer; software and databases specific to the District, Internet, and Microsoft Outlook. Ability to use telephone, hand-held radio, cellular telephone, facsimile machine, copy machine, printers, scanning devices, calculator and general office equipment. Applicable knowledge of computer software programs for data storage and retrieval, word processing, spreadsheets, scheduling, data management and complex calculations.

KNOWLEDGE, SKILLS AND ABILITIES: The requirements listed below are representative of the knowledge, skill and/or ability required.

KNOWLEDGE OF:

Modern office practices procedures and equipment including computer hardware and printers.

Record keeping and budget processes and procedures.

Operation of a computer terminal and data entry techniques.

Computer software including database programs, report writing, word processing, desk-top publishing and spreadsheet programs.

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

Excellent oral and written communication skills.

Interpersonal skills using tact, patience, sensitivity, sound judgment and courtesy.

Telephone techniques and etiquette.

Operations, procedures, rules, regulations, policies, procedures, and precedents of the District.

ABILITY TO:

Meet District standards of professional attitude as outlined in Board Policy E-4219.21, Code of Ethics for Classified Employees.

Perform confidential, technical, and complex administrative assistant and secretarial duties.

Understand complex and technical concepts.

Maintain accurate and up-to-date financial and budget information.

Train and provide work direction to others.

Communicate effectively both orally and in writing.

Establish and maintain accurate records and prepare technical reports.

Operate a computer terminal to enter data, maintain records and generate reports.

Work effectively with computer software including database management, word processing, desk-top publishing and spreadsheet programs.

Manipulate a large database to analyze information and develop reports as required.
 Read, interpret, apply, and explain rules, regulations, policies, and procedures.
 Complete work with many interruptions.
 Understand and work within scope of authority.
 Work independently with little direction.
 Meet schedules and timelines.
 Work confidentially with discretion.
 Compose correspondence and other written materials independently.

LANGUAGE SKILLS:

Ability to read, write, hear and speak in English. Ability to read and interpret documents such as safety rules and regulations, operating and maintenance instructions and procedure manuals, including policies and procedures and equipment manuals; to write complex and detailed instructions, reports and correspondence; to speak effectively one-one and/or before internal and/or external groups.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: The physical demands and the work environment characteristics described here are representative of those that an employee encounters while performing the essential function of this job and must be met by the employee to successfully perform the essential function of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

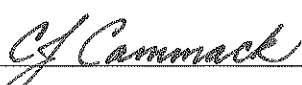
WORKING CONDITIONS:

Office environment; constant interruptions.

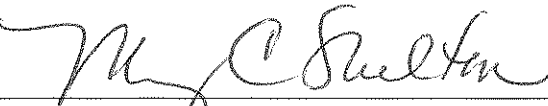
PHYSICAL ABILITIES:

Sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; reaching overhead, above the shoulders and horizontally, bending at the waist and kneeling or crouching to retrieve files from cabinets and shelves; hearing and speaking to exchange information in person or on the telephone, seeing to read various documents related to assigned activities; lifting light objects.

APPROVALS:

 6/3/15

 CJ Cammack Date
 Assistant Superintendent, Human Resources

 6/4/15

 Mary C. Shelton Date
 Superintendent