

# SHANDON JOINT UNIFIED SCHOOL DISTRICT

## JOB DESCRIPTION

**POSITION:** Administrative Assistant to the Superintendent

### **BASIC FUNCTIONS:**

Under the direction of the Superintendent/Principal, perform complex, highly responsible and confidential executive assistant duties to relieve the Superintendent of the variety of administrative details; plan, coordinate and organize office activities, public relations and flow of communications and information for the Superintendent; attend Board meetings and prepare related agenda items and minutes, train and evaluate the performance of assigned personnel.

### **ESSENTIAL DUTIES:**

Perform highly responsible duties as the primary and confidential assistant to the Superintendent/Principal relieving the Superintendent/Principal of a variety of administrative details; plan, coordinate and organize office activities for the Superintendent/Principal; maintain confidentiality of privileged and sensitive information. Exercise a high degree of independent judgment within the general direction given by the Superintendent/Principal.

Supervise, train and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work for accuracy, completeness and compliance with established standards and procedures.

Formulate and direct the clerical and secretarial policies and practices of the support staff.

Coordinate flow of communications and information for the Superintendent/Principal; interpret and provide detailed and technical information to officials, staff, parents, outside organizations when necessary.

Coordinate and schedule appointments and meetings between the Superintendent/Principal, Board members, staff, parents, outside agencies and the public. Coordinate the Superintendent's calendar.

Provide secretarial support to the Board, attend Board and a variety of other meetings, compile information, assemble materials and develop agenda items for the Board meetings; record, transcribe and distribute minutes; update records and prepare reports in response to Board resolutions, actions and directives concerning SJUSD's operations, policies, procedures and administrative regulations.

Prepare correspondence independently on a variety of matters including those of a confidential nature, compose and type various letters, agenda items, forms, reports, memoranda, bulletins, list, handbooks, charts, presentations and other materials; format, edit, proofread and revise written materials; assure agenda items and other documents contain required materials.

Receive, sort and route incoming correspondence; review and determine priority of incoming mail; compose replies independently or from oral direction; process and distribute a variety of forms and applications related to assigned functions; duplicate materials as necessary.

Compile information and prepare and maintain a variety of detailed and complex lists, records and reports related to meetings, budgets, reimbursements and assigned duties; establish and maintain filing systems; schedule and arrange for storage and purging of files as appropriate.

Perform research and prepare information for special projects on behalf of the Superintendent/Principal; attend to administrative details on special matters as assigned.

Operate a variety of office equipment including a copier, fax machine, typewriter, computer and assigned software. Drive a vehicle to conduct work.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

- Functions and secretarial operations of an administrative office
- SJUSD organization, operations, policies and objectives
- Applicable laws, codes, regulations, policies and procedures
- Current office practices, procedures and equipment
- Record-keeping and filing techniques
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Telephone techniques and etiquette
- Policies and objectives of assigned programs and activities
- Oral and written communication skills
- Principle and practices of supervision and training
- Interpersonal skills using tact, patience and courtesy
- Methods of collecting and organizing data and information
- Business letter and report writing, editing and proofreading
- Public relations techniques
- Operation of a computer and assigned software

#### **ABILITY TO:**

- Perform complex, highly responsible and confidential executive assistant duties to relieve the Superintendent/Principal of a variety of administrative details
- Plan, coordinate and organize office activities, public relations and flow of communications and information for the Superintendent/Principal
- Train and evaluate performance of assigned personnel
- Interpret, apply and explain laws, codes, rules, regulations, policies and procedures
- Compile and prepare comprehensive reports concerning a broad spectrum of subject matter
- Compose effective correspondence independently
- Maintain a variety of complex and confidential files and records
- Understand and resolve issues, complaints or problems
- Type or input data at 65 words per minute from clear copy
- Ability to transcribe dictation
- Establish and maintain cooperative and effective working relationships with others
- Assure efficient and timely completion of office and program projects and activities
- Analyze situations accurately and adopt an effective course of action
- Plan and organize work
- Meet schedules and time lines
- Prioritize and schedule work
- Work independently with little direction
- Work confidentially with discretion
- Communicate effectively both orally and in writing

#### **OTHER DUTIES:**

- Perform related duties as assigned

**EDUCATION AND EXPERIENCE:**

- High school diploma or equivalent supplemented by college-level course work in secretarial science or related field
- Five years of increasingly responsible secretarial experience involving public contact
- At least two years working at the upper management level; experience may be substituted for college level course work and counted at the rate of two years experience for one year of education

**PHYSICAL DEMANDS/WORK ENVIRONMENT:**

- Dexterity of hands and fingers to operate a computer keyboard
- See for the purpose of reading a variety of materials
- Hear and speak to exchange information in person and on the telephone
- Sit or stand for extended periods of time
- Bend at the waist, kneel or crouch to file materials
- Physical ability to lift 15 lbs to shoulder height
- Office environment with constant interruptions

NOTE: This list of essential functions and physical requirement is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

*Board Approved: 9/10/13*