

TITLE: ADMINISTRATIVE ASSISTANT

QUALIFICATIONS

Knowledge of

1. Organization and operation of a public school district, administrative offices, and public and staff relations.
2. District policies, rules, and regulations.
3. Correct English usage, spelling, grammar, punctuation, and math.
4. Principles of supervision and training of personnel.
5. Current office functions and types of clerical operations performed in public schools.
6. Financial record keeping methods and practices.
7. Safety rules and regulations for this position.

Ability to

1. Perform a variety of administrative and secretarial work at the Cabinet level involving use of independent judgment, initiative, and requiring accuracy and speed.
2. Maintain the security and confidentiality of specified records and information.
3. Be familiar with established goals and objectives of the department and work to ensure their fulfillment.
4. Interpret and apply district and departmental policies, rules, and regulations.
5. Acquire technical and procedural information and terminology quickly.
6. Analyze situations and take appropriate action in a variety of procedural matters.
7. Prioritize and coordinate workflow and timeliness for self and others.
8. Provide leadership and direction to other secretaries and/or clerks.
9. Answer telephone, take messages, and/or provide information in a courteous manner.
10. Type/keyboard accurately at a rate of (sixty) 60 words per minute.
11. Follow designated safety regulations associated with this position.
12. Work successfully with diverse groups of people.
13. Communicate effectively and tactfully in both oral and written form.
14. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
15. Establish and maintain effective work relationships with those contacted in the performance of required duties.

Training and Experience

1. Equivalent to the completion of the twelfth (12th) grade, supplemented by courses in office practices, computer programs, and/or employee supervision.
2. Three (3) years of executive-level office experience, preferably including experience in a school district; or any combination of training and experience that could likely provide the desired knowledge and abilities.
3. Good work history and attendance.

REPORTS TO: Assigned Cabinet-level Administrator

JOB GOAL: To assist the assigned administrator and management designees through planning, coordination, and participation in support activities related to the assigned responsibilities of District administration. To complete the detail and written work and to coordinate other matters essential to the efficiency and effectiveness of the assigned administrator's office.

ESSENTIAL FUNCTIONS

1. Formulates, administers, and maintains security and confidentiality of records, reports, and information.
2. Assists in the planning, distribution, directing, and scheduling work of multiple section heads that requires individual judgment.
3. Formulates budgets and procedures for programs and projects requiring initiative and accuracy.
4. Administers district-wide high priority projects requiring a broad range of coordination skills and techniques.
5. Establishes, monitors, administers, analyzes, and evaluates internal communications; coordinates and oversees the Department's performance and management information system.
6. Coordinates internal office operations and administrative support functions.
7. Participates in forums to make recommendations for staffing needs throughout the assigned department.
8. Administers and supervises all incoming communications, inquiries, and questionnaires and ascertains appropriate action and response.
9. Evaluates communication priorities and sensitive issues, relays input to the assigned Cabinet level administrator and responds to customers in an expeditious and responsible manner while ensuring the assigned administrator is kept informed.
10. Assists in the coordination and control of a myriad of operational and administrative activities generated from multiple sections, departments, and sites.
11. Conducts liaison with other departments headed by Cabinet-level administrators, site administrators, and the Superintendent's Office.
12. Assists the assigned administrator and department supervisors by coordinating activities for a variety of committees and seminars.
13. Administers the scheduling, preparation, assembling, and accuracy of information required for Board Agendas.
14. Gathers material and information for the assigned administrator meetings and conferences.
15. Trains, provides input for employee performance evaluations, and supervises employees, as required.
16. Receives and transcribes confidential communications, composes correspondence for the administrator; evaluates communication priorities and keeps the administrator informed; distributes mail, screens and identifies and refers matters to the administrator in order of pre-determined priorities.

ESSENTIAL FUNCTIONS (continued)

17. Relieves the administrator of technical and clerical administrative details; liaison between the County Office of Education, other district offices, staff and administrators; receives and handles telephone calls from schools, staff, parents, and other agencies and the general public where judgment and knowledge and interpretation of policies and regulations are necessary.
18. Maintains special confidential files; assists as directed in research projects and the preparation of special reports; organize filing system; train and supervise clerical staff in the administrator 's office and coordinates operations; maintains meeting schedule and calendar of appointments for the administrator.
19. Communicates advice and instructions as an agent of the administrator.
20. Attends to administrative details as directed by the administrator.
21. Assists in maintaining communications and rapport among the administrator's office, district staff, and the public.
22. Makes travel and conference arrangements for the administrator.
23. Independently composes correspondence on a wide range of subjects.
24. Compiles and types into appropriate format Board of Education agenda items and documents.
25. Participates in district in-service training as required.
26. Maintains pleasant appearance and demeanor.
27. Follows district policies and procedures.
28. Knows and understands the Mission and Core Values of the district.
29. Performs other related duties as assigned.

OTHER FUNCTIONS

1. Oversees the order of materials, supplies and equipment and the maintenance of purchase requisitions, orders, invoices and expenses to date.

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for sustained periods of time.
6. Able to climb slopes, stairs, steps, ramps, and ladders.
7. Able to lift up to ten (10) pounds frequently, and thirty (30) pounds occasionally.
8. Able to carry up to ten (10) pounds frequently, and thirty (30) pounds occasionally.
9. Able to push and pull objects weighing up to thirty (30) pounds.
10. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
11. Able to exhibit full range of motion for shoulder abduction and adduction.
12. Able to exhibit full range of motion for elbow flexion and extension.
13. Able to exhibit full range of motion for shoulder extension and flexion.
14. Able to exhibit full range of motion for back lateral flexion.

PHYSICAL ABILITIES (continued)

15. Able to exhibit full range of motion for hip flexion and extension.
16. Able to exhibit full range of motion for knee flexion.
17. Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner.
18. Able to operate a motor vehicle in a safe and effective manner.

SPECIAL REQUIREMENTS

1. Some positions in this class may require individuals who can read, write, and/or speak a secondary language.
2. Possession and maintenance of a valid state of California driver's license.

TERMS OF EMPLOYMENT: Twelve-month work year
Classified Management

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy on the Evaluation of Professional Personnel. The assigned Cabinet-level administrator will complete the evaluation.

Approved by: Board of Education Date: June 4, 1998

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A
TOBACCO-FREE, DRUG-FREE WORKPLACE**

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS AN
EQUAL OPPORTUNITY EMPLOYER**