

Administrative Assistant - Assistant Superintendent of Special Programs

Purpose Statement

The job of Administrative Assistant - Assistant Superintendent of Special Programs is done for the purpose/s of providing administrative support to assigned Assistant Superintendent; acting as liaison between the Assistant Superintendent and other parties; and monitoring assigned programs and/or projects.

This job reports to Assistant Superintendent for Special Programs

Essential Functions

- Assists with department meetings and workshops for the purpose of recording events, conveying and/or gathering information.
- Maintains a wide variety of files and records (manual/computer; confidential/non-confidential) for the purpose of providing documentation in accordance with administrative and legal requirements.
- Prepares a wide variety of written materials (e.g. time-off forms, department activity summaries, reports, memos, letters, correspondence, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Processes a wide variety of documents and materials for the purpose of disseminating information in compliance with program, district, state and/or federal requirements.
- Researches a wide variety of topics (e.g. current practices, policies, education codes, etc.) for the purpose of providing information for addressing a variety of administrative requirements.
- Researches and coordinates the processing of a variety of department activities and projects as assigned (e.g. handbooks, publications, grants, budget transfer requests, work and purchase orders, invoices, etc.) for the purpose of taking appropriate actions and/or provide support to assigned administrator(s).
- Responds to a wide variety of inquiries from internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Serves as a resource to other support staff for the purpose of providing direction and/or technical support with assignments.
- Supports assigned administrative personnel for the purpose of providing assistance with administrative functions.

Other Functions

- Assists other personnel, as may be required, for the purpose of ensuring an efficient and effective work environment.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; performing standard bookkeeping; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; and business telephone etiquette.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized

methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; working with detailed information/data; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Targeted, job related education with study in job-related area.

Equivalency:

Required Testing

Pre-Employment Proficiency Test

Certificates and Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

Continuing Educ. / Training

FLSA Status

Non Exempt

Approval Date

Salary Grade