

**BERRYESSA UNION SCHOOL DISTRICT
CLASSIFIED POSITION DESCRIPTION**



JOB TITLE: ADMINISTRATIVE ASSISTANT

Job Purpose Statement/s: Under the direction of the Deputy Superintendent or Assistant Superintendent, performs complex and confidential secretarial and administrative assistant duties requiring independent judgment and analysis, plans organizes and coordinates office activities and communications. Conducts research and compiles data needed for negotiations activities. Maintains files and records; assures compliance with applicable district rules and policies and State and Federal laws, codes and regulations. Conducts other related duties as directed.

Essential Job Functions:

- Receives, screens and routes telephonic and other communications; takes and relays messages as appropriate; provides detailed technical information to staff and the general public regarding District policies and procedures
- Compiles data and conduct research on identified items related to negotiations and negotiated agreements.
- Perform complex secretarial duties requiring independent judgment and analysis; plan organizes and coordinates activities relevant to the Division function; facilitate the flow of communication and maintains confidentiality of privileged and sensitive information.
- Assures timely communications between Division and District employees; makes phone calls to receive and transmit information; composes correspondence or prepares from rough drafts.
- Receives visitors, including administrators, staff, parents and the public.
- Receives, opens, sorts, screens and distributes incoming mail; composes replies independently or from oral direction.
- Coordinates, schedule and attend a variety of meetings; prepares and sends out notices of meetings; maintains appointment calendars; reserves facilities; collects and compiles information for meetings, projects and workshops.
- Facilitate meetings and conduct training activities related to the Division and as directed.
- Prepares agenda items and back-up materials for a variety of meetings; prepares charts, presentations, and statistical information as needed; attends meetings, and takes and transcribes minutes.
- Assists in preparing reports and collection of data needed for administrative decisions that facilitate implementation of District policies and programs; collects and compiles information pertaining to specified administrative and instructional activities and operational functions.
- Researches and compiles a variety of information; computes statistical information for various federal, State and District reports; processes and evaluates a variety of forms related to assigned functions.
- Inventories, orders, receives and distributes office supplies and materials; prepares purchase requisitions; communicates with vendors to obtain price quotes.
- Maintains department budgets and assures that accounts are accurate and expenditures are within federal or State requirements; collects and accounts for fees; initiates purchase requisitions and budget transfers.
- Maintains a variety of complex personnel records, lists, files and records including confidential materials; administers payroll for department including completion and submission of time sheets as directed.
- Composes, independently or from note or rough draft, a variety of materials including those of a confidential nature such as inter-office communications, applications, requisitions, forms, letters,

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contracts, special projects, legal documents and other materials; establishes and maintains a variety of office files.

- Attends a variety of meetings; prepares, and sends out notices of meetings; collects and compiles information for meetings, projects and workshops; assists in presentations and note-taking as needed.
- Prepares and processes documents and information relating to collective bargaining activities including employee relations and negotiations; maintains confidentiality regarding issues related to negotiations and other collective bargaining matters.
- Develops and implements office procedures to assure complete and timely operations; creates office forms which facilitate work flow.
- Coordinates travel and conference arrangements for staff as necessary; prepares related forms and reimbursements.
- Trains and provides work direction and guidance to staff as assigned by the position; assign and reviews the work of staff.
- Operates a variety of office equipment including a copier, fax machine and typewriter; operates a computer and assigned software; records information and generates lists, reports and other materials.
- May record personnel actions and coordinate changes with other District divisions; assists in the development of forms and worksheets and record keeping systems for the collection, dissemination, and maintenance of needed information for specialized programs and functions.
- May be required to take minutes at the Board of Trustees meetings and prepare official minutes for appropriate review and distribution in the absence of the Administrative Assistant to the Superintendent.
- Receives, reviews, and verifies documents, records, and forms for accuracy, completeness, and conformance to applicable laws, rules, regulations, policies, and procedures.
- Attends and participates in a variety of in-service trainings and meetings.
- Performs other related duties as assigned.

Job Requirements – Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience Requirements:

- High School Diploma or Equivalent (Bachelor Degree from an accredited College or University Preferred)
- A minimum of five years of successful secretarial and clerical experience.
- Must have experience with diverse student and community populations.
- School district office experience preferred

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Knowledge and Abilities:

KNOWLEDGE OF:

- Functions and secretarial operations of an administrative office.
- Legal mandates, applicable sections of the Education Code, District policies and regulations, general public sector laws, practices and procedures and financial and statistical record-keeping techniques.
- Principles, trends, methods, strategies, practices and procedures pertaining to supervision and training.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Business letter and report writing techniques.
- Modern data management, storage and retrieval systems.
- Effective communication and public and human relations strategies, methods and techniques.
- Bilingual ability preferred

ABILITY TO:

- Plan, organize, direct and manage office systems.
- Analyze organizational problems, develop alternative solutions and make/recommend sound and timely decisions.
- Perform complex secretarial and administrative assistance duties to relieve the administrator of secretarial and administrative detail.
- Maintain confidentiality of records and privileged communications
- Communicate effectively both orally and in writing.
- Establish and revise priorities of clerical work and office activities.
- Effectively organize, coordinate and oversee office activities.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Ability to establish and maintain effective relationships with a wide variety of groups and individuals.
- Prepare, administer and monitor assigned budgets.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Analyze situations accurately and adopt an effective course of action.
- Work independently with little direction.
- Meet schedules and timelines.
- Maintain confidentiality.
- Operate a computer terminal to enter data, maintain records and generate reports.

* This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 45 words per minute. A typing test will not be given. Applicants must certify in writing that they have such skills. Demonstrated proficiency will be expected during the probationary period.

Working Conditions:

ENVIRONMENT:

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Indoor
- Office environment

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- Subject to occasionally driving to off-site locations to conduct work.

The noise in these environments is quiet to loud depending upon the activity in the particular part of the day.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents, perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Licenses, Certifications, Bonding, and/or Testing Requirements:

- Criminal Justice Fingerprint Clearance
- Valid California Driver's License
- Tuberculosis Clearance

Reports to: Deputy or Assistant Superintendent as assigned

Work Year: 225 Days

Salary Placement: Classified Management Salary Schedule, Range D

Evaluation: Performance of this position will be evaluated in accordance with the provisions of the Board's Policy on Evaluation of Management Team

Board Approved: September 17, 2002

Reformatted: April 28, 2003

Revised: October 20, 2015