

BERRYESSA UNION SCHOOL DISTRICT
Position Description



JOB TITLE: Administrative Assistant to the Superintendent

Job Purpose Statement/s: Under supervision of the Superintendent, the Administrative Assistant to the Superintendent fulfills assigned duties using independent judgment with minimal direction; coordinates activities/projects of Superintendent's Office with members of the Board of Trustees, members of the Superintendent's Council, school sites, district certificated and classified staff; liaison for district and community on matters appropriate to the Superintendent's Office; oversees communication functions for the district for the purpose of conveying information to staff, the public, other districts and agencies; promotes a positive and service oriented image of the Superintendent and the Board of Trustees.

Essential Job Functions:

- **Composes**, organizes, and arranges for preparation of reports, evaluations, letters, memorandums, documents, and projects for the purpose of communicating information to the Board of Trustees, district personnel, the public, state officials, etc.;
- **Establishes** and maintains positive and service-oriented public image for Superintendent and members of the Board of Trustees;
- **Organizes** Board of Trustees agendas and materials for Board meetings; assists the Superintendent in agenda development; liaison with administrative staff;
- **Organizes** Board of Trustees weekly correspondence;
- **Assists** the Superintendent, Board members, and other key administrative staff in supporting the communication functions of the District including collecting, summarizing, and electronically posting district-wide activities;
- **Maintains** all official records for the Board of Trustees and the Superintendent;
- **Keeps** Superintendent apprised of all matters relating to effective administration/management of District;
- **Respects** and protects, at all times, confidential material and information which is either verbal or written;
- **Screens** callers and visitors, identifying potential problems, and reports to the Superintendent; takes appropriate action when necessary;
- **Serves** as liaison with County Office of Education and school districts for matters appropriate to Superintendent's Office;
- **Responsible** for-distribution of revised District policies, for electronic posting, and disbursement of necessary information as it relates to Board policies;

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- **Screens** incoming correspondence, routes to appropriate staff, follows up to ensure deadlines are met and uses independent judgment when necessary;
- **Attends** Board of Trustee meetings, records and transcribes Board minutes and prepares Board directives;
- **Attends** Management Team meetings and Superintendent's Council sessions to assist Superintendent with administrative details, as needed;
- **Processes** the ordering and distribution of department supplies for the purpose of acquiring necessary resources to support the operation of the Superintendent's Office;
- **Reconciles** budget and cash accounts as assigned for the purpose of maintaining accurate balances and complying District accounting practices;
- **Collaborates** in the development, production and completion of internal/external communication and publications for the purpose of communicating information; to the school and district personnel, the Board of Trustees, the public and county office;
- **Assists** with the facilitation and coordination of schedules and activities emanating from the Superintendent's office and other departments; for the purpose of ensuring that projects and activities are met in a timely manner;
- **Evaluates** and responds to inquiries of staff, the public, parents and/or students for the purpose of providing information and/or direction, as may be required;
- **Initiates** and completes needed communication, activities and projects to assure integration and accomplishment of District goals;

Other Job Functions:

- **Attends** meetings for the purpose of conveying and/or gathering information required to perform functions.
- **Attends** appropriate workshops/conferences for the purpose of ongoing training.
- **Performs** other job-related duties as may be assigned.

Job Requirements - Qualifications:

Education and Experience Required:

Any combination equivalent to:

- Completion of the twelfth grade; AA degree preferred;
- Five years of increasingly responsible secretarial and clerical experience; school district office experience, desirable

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Skills, Knowledge and/or Abilities Required:

- *Skills* to operate standard office equipment including use of district identified computer applications; use English in both written and verbal form; use correct spelling, grammar and punctuation; bilingual preferred
- *Knowledge* of basic budgeting, financial and statistical record keeping, standard office equipment, computer software applications to complete essential job functions.
- *Abilities* to interpret and apply district policies, laws, rules, and regulations; assess priority situations and implement appropriate activities without direction; deal effectively with a wide variety of personalities and situations requiring diplomacy and public relations; independently compose and edit letters, reports; establish and maintain cooperative working relationships; respect and protect all confidential information; delegate appropriately. Significant physical abilities include reaching/handling/fingering, talking/hearing conversations, near visual acuity/visual accommodation.

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

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

Reports to: Superintendent

Terms of Employment: 225 Days

Salary Placement: Classified Management Salary Schedule

Evaluation: Performance of this job will be evaluated in accordance with the provisions of the Board's Policy on Evaluation of Classified Management Personnel.

Board Approved: April 18, 2000

Board Revised: October 21, 2003