

**Job Description**

Job Title: **Senior Administrative Assistant**  
 Job Family: **Central Administrative Support**  
 Pay Program: **Classified**  
 Prepared/Revised Date: **July 23, 2007**

Job Code: **1343**  
 FLSA Status: **Non-Exempt**  
 Pay Range: **G 28**  
 Typical Work Year: **12 months**

**SUMMARY:** Responsible for providing executive level confidential administrative support to a member of the District’s Senior Staff. Acts as division contact; provides department administrative management and leads work of other support staff. Coordinates and/or responds to questions regarding district-wide activities, policies and procedures. Coordinate meetings and activities with other departments, functions and outside agencies, act as liaison with all levels of district staff and community representatives.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *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.*

<b>Job Tasks Descriptions</b>	<b>Frequency</b>	<b>% of Time</b>
1. Provide assistance and support by identifying and prioritizing incoming information, phone inquires and delegating and/or directing issues to appropriate department or district personnel. Serve as the department’s primary contact person for administrative issues. Make decisions and takes action within agreed upon limits. Draft correspondence, plan and prepare reports, and make travel arrangements. Compile and track department projects. Responsible for planning, organizing and delegating to ensure the smooth and efficient operation of an assistant superintendent’s office.	D	40%
2. Perform budgetary and accounting functions for department such as monitoring annual budget, transferring budget monies, purchasing large ticket items, processing invoices and maintaining petty cash.	D	20%
3. Plan, organize and schedule meetings. Arrange meeting rooms and take and publish minutes and agendas. Track, follow up on and coordinate action items until satisfactory completion.	D	20%
4. Answer inquires and offers assistance to parental/community concerns in routine and non-routine matters using appropriate initiative. Screen calls and refer as appropriate.	D	8%
5. Responsible for facilitating office set-up/closure needs for new, transferred or retiring staff. Track and prepare monthly payroll Time and Attendance Report. Organize, track and participate in district, building or department special projects.	M	7%
6. Perform other job-related duties as assigned.	Ongoing	5%
	<b>TOTAL =</b>	<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent.
- Associates degree or specialized courses in office management, computer software and/or general business equivalent to 2 years of college.
- Minimum of 6 years experience in an administrative office setting.
- Office management and educational institution experience preferred.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Advanced computer software skills.
- Ability to use initiative and independence.
- Ability to create solutions.
- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.

- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with word processing, spread sheet, presentation and database software. Microsoft Word, Excel, PowerPoint and Access preferred
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of district financial, HR, student information and any other department specific software and equipment required within 2 months after entering position.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	JOB CODE	
<b>Reports to:</b>	A Member of Superintendent’s Senior Staff	various	
	POSITION TITLE	# of EMPLOYEES	JOB CODE
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.		

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- Perform budgetary functions for the department such as monitoring annual budget, purchasing large ticket items, managing purchasing card accounts, processing invoices, transferring budgets and maintaining petty cash.
- May coordinate or direct the activities of department support staff, student aides or volunteers.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands to finger, handle or feed				X
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze		X		
Communicate				X
Copy		X		
Coordinate			X	
Instruct	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compute			X	
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	