



JOB TITLE: EXECUTIVE ADMINISTRATIVE ASSISTANT, BUSINESS SERVICES

DEFINITION:

Under the direction of the Assistant Superintendent of Business Services, perform a variety of complex, technical and responsible secretarial and clerical duties to assist the Assistant Superintendent with administrative detail; organize and coordinate communications between the Assistant Superintendent, parent, site and District personnel, public and various outside organizations; implement and oversee District-wide programs administered by Business Services.

ESSENTIAL FUNCTIONS:

- Implement, oversee and maintain comprehensive records related to facilities use, donations, transportation and other programs as assigned.
- Organize, type/print, copy and prepare final document for the District's preliminary, interim and adopted budgets.
- Organize and manage the Assistant Superintendent's office assuring efficient office operations: coordinate communications and serve as a liaison between other District personnel.
- Perform difficult secretarial and clerical work involving the use of independent judgment and an understanding of District policies and procedures.
- Maintain calendar for the Assistant Superintendent; schedule appointments and make travel and hotel arrangements as required.
- Provide information to administrators, other employees, parents and the public as necessary; interpret and explain State and federal laws and guidelines, District policies, programs, rules, requirements and procedures.
- Interview callers, both in person and on the telephone; screen and refer callers to other individuals as appropriate.
- Maintain complex and confidential files including records of special projects, finance, correspondence, legislation, policies, procedures and regulations as necessary.
- Collect and consolidate statistical data and back-up material; prepare statistical, business and administrative reports.
- Coordinate clerical work required in the preparation of materials for presentation to the Governing Board: prepare agendas, attend meetings and develop minutes as needed.
- Compose difficult correspondence independently on a variety of matters from notes, rough drafts or verbal instructions; review incoming correspondence; open, sort and route mail.
- Assist with the administration of the District's risk and safety program.
- Operate a variety of office machines and equipment including computer, typewriter, calculator, facsimile machine and copier.
- Monitor and administer facility use requests, collect and verify certificates of insurance and arrange necessary staffing.
- Assist Assistant Superintendent with escrow, State Eligibility and other related paperwork regarding new school construction and modernization.
- Maintain and update District board policies.
- Perform other related duties as needed.

Secondary Functions:

- This is a single position classification. All duties assigned are considered essential.



EXPERIENCE AND EDUCATION:

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:

Any combination equivalent to: graduation from high school supplemented by course work in secretarial science or related business field and four years of increasingly responsible secretarial experience involving contact with the public.

Licenses and other Requirements:

None are required for this classification.

Mental Demands

Language Skills:

Ability to: read, analyze and interpret business periodicals, journals, technical procedures, or governmental regulations; compile information and write clear and comprehensive reports, business correspondence and minutes of meetings using correct English usage, grammar, spelling, punctuation and vocabulary; read, interpret, apply and explain District and Board policies, procedures and applicable laws; communicate effectively with others in person or on the telephone.

Mathematical Skills:

Ability to: add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals; maintain accurate statistical and financial records.

Reasoning Ability:

Ability to: solve practical problems and deal with concrete variables in situations where only limited standardizations exists; interpret a variety of instructions furnished in written, oral, diagram, or schedule form, learn quickly and apply specific laws, regulations, rules, policies and procedures of the District and functions to which assigned; exercise good judgment and discretion in analyzing and resolving confidential, difficult and sensitive situations; establish and review work priorities.

Other Skills and Abilities:

Demonstrate knowledge of:

Principles and practices of an administrative office.

District organization, operations, policies and objectives.

Applicable sections of State Education Code and other applicable laws.

Modern office and secretarial practices, procedures and equipment.

Office management and organizational skills.

Record-keeping techniques.

Principles, operation and use of computers and word processing equipment.

Interpersonal skills using tact, patience and courtesy.

Public relations activities.

Demonstrated abilities to:

Perform complex and difficult secretarial and clerical duties with speed and accuracy.

Implement Business Services programs according to established policies and procedures.

Organize complex materials and summarize in report form.

Collect statistical data and back-up material for agenda items.



Take minutes at meetings as assigned.
Work confidentially with discretion.
Work independently with little direction.
Analyze situations accurately and adopt an effective course of action.
Operate a variety of office machines including computer, work processor, typewriter, calculator and copy machines.
Type accurately at an acceptable rate of speed.
Maintain complex records and prepare in-depth reports.
Maintain a variety of filing systems.
Plan and organize work.
Meet schedules and time lines.
Establish and maintain effective and cooperative relationships with others.

PHYSICAL REQUIREMENTS:

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 individual with disabilities to perform the essential functions.

Body Movement:

Regular Activities: sit for long periods of time; use hands and fingers to operate an electronic keyboard or other office machines; reach with hands and arms; bend, stoop, kneel or crouch to file; speak clearly and distinctly to answer telephones and to provide information; hear to understand voices over telephone and in person.

Frequent Activities: walk to other offices in the building to attend meetings or deliver materials.

Lifting Requirements:

Employees assigned to this classification must regularly lift, carry and/or move objects weighing up to 10 pounds.

Vision Requirements:

Ability to: see clearly at 20 inches or less; identify and distinguish colors; adjust the eye to bring an object into sharp focus.

WORK ENVIRONMENT:

The work environment characteristics described 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.

Position Environment:

District office; subject to frequent interruptions. An employee in this class may be required to attend evening meetings of the Board of Education to take minutes of meetings in the absence of the Executive Assistant. The work environment is moderately noisy. Occasionally the employee in this class may be required to drive to various locations to conduct District business.

Exposures, Risks and Hazards:

Normal risks and hazards of operating computer-related equipment.



APPLICATION PROCEDURE: Official application forms and related materials must be correctly completed and submitted on www.edjoin.org no later than the deadline time and date listed on the front of this bulletin. If the minimum requirements are specific and your experience is general, include a breakdown of functions. If you have volunteer experience you wish to have considered, include it, giving as much information about it as you can. **YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY INDICATES THAT THE MINIMUM REQUIREMENTS FOR THE POSITION ARE MET.** The information you give will be subject to being accepted or rejected. If you appear to be among those most qualified, you will be invited to take the examination(s). You will be notified in advance of the time and place of examination.

EXAMINATION: Applicants must successfully complete each part of the examination process in order to be considered further. Persons invited to participate in the examination process must bring with them some type of identification card bearing their photograph and signature.

TUBERCULOSIS TEST OR CHEST X-RAY: Before being employed and beginning work for the Newhall School District, you will be required to file evidence of having had a tuberculosis Mantoux examination (intradermal skin test) with a negative result, within the past 60 days, or submit a tuberculosis risk assessment. Medically verified positive skin test results require a chest x-ray. The risk assessment questionnaire shall be administered by a health care provider, which shall be specified on the questionnaire.

AUTHORIZATION TO WORK REQUIREMENTS: Due to the Immigration Reform and Control Act of 1986, ALL employees must provide this district with one of the following: 1) United States passport, 2) certificate of United States citizenship, 3) certification of naturalization, 4) unexpired foreign passport with a valid endorsement of the Attorney General authorizing the individual's employment in the United States, 5) Resident Alien Card which includes a photograph (or other personal identifying information) and an authorization for employment in the United States, or, 6) certificate of birth in the United States.

OTHER REQUIREMENTS: State law requires all of our employees to swear or affirm allegiance to the United States and the State of California and to be fingerprinted for the purpose of a confidential background investigation. The Human Resources Department may obtain confidential references from former employers. Employees are required to belong to the Public Employees' Retirement System, if employed for a period of four (4) hours per day or more, for which the district makes contributions equal to or greater than those deducted from the employee's pay. Membership in the Social Security System is also required. A physical examination, at district expense, may also be a pre-employment requirement.

SALARY INFORMATION: Advanced placement on the Classified Salary Schedule, up to Step F, may be allowed at the time of employment. To qualify for advanced placement, the prior qualifying employment must be completely disclosed in the application paperwork and properly verified in writing at the time of employment. This written verification must be on official stationery of the prior employer and must specifically state the position held, a description of duties, and length of time employed.

Detailed job descriptions of all classified positions are available upon request.

We reserve the right to reopen this position, re-advertise or delay filling the position.

WE ARE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER