

## **Madera Unified School District Classified Job Description**

### **Administrative Support Specialist - Confidential**

#### **Purpose Statement**

The job of Administrative Support Specialist Confidential was established for the purpose/s of supporting the educational process with specific responsibilities for providing a wide variety of complex and varied technical and administrative support to the Superintendent and Senior Administrative Assistant; reviewing and analyzing information; assist in the preparation of Power Point presentations and excel spreadsheets.

This job reports to Superintendent

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#### **Essential Functions**

- Compiles data from a wide variety of sources for the puposes of preparing reports, graphs, charts, internet research, Power Point presentations and/ or preparing information for the Superintendent for special projects.
- Maintains a wide variety of confidential and non confidential information and electronic documents, files and records (e.g. calendar, department budget, etc.) for the purpose of providing up-to-date information and/or historical reference.
- Prepares a wide variety of complex reports, documents and correspondence of a confidential and non-confidential nature (e.g. letters, memorandums, meeting minutes, charts, reports, Board agenda items, purchase orders, expenditure reports, journals, notifications, state reports, etc.) for the purpose of documenting activities, providing written reference, and/or coveying information.
- Processes a variety of documents and materials (e.g. budget transfers, board agenda items, etc.) for the pupose of disseminating information in compliance with administrative guidelines and/ or regulatory requirements.
- Orders supplies and materials for the purpose of ensuring availability of items.
- Participates in a variety of meetings, workshops, and/or trainings (e.g. staff meetings, minutes, etc.) for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.

- Performs general clerical functions (e.g. scheduling, copying, faxing, data entry, filing, etc.) for the purpose of supporting department functions.
- Answers and initiates telephone calls for the purpose of responding to inquires, screening calls, taking messages, requesting information and/ or conveying information.
- Coordinates a variety of projects, functions and/or program components (e.g. conference rooms, travel and accommodations, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.
- Receives informational material for the purpose of reading, sorting, routing, and responding as directed.
- Researches a variety of topics (e.g. current practices, policies, education codes, etc.) for the purpose of providing information and/or recommendations.
- 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.
- Assist the office of the Superintendent in the preparation of information related to Labor Relations matters.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a need to occasionally 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 including using job related software applications, office suite including excel and power point, preparing and maintaining accurate records; planning and managing projects; and guiding others.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: current polices, laws and procedures; accounting/bookkeeping principles; business telephone etiquette; common office machines; and concepts of grammar and punctuation; and office methods and practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to 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 diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities, communicating with diverse groups, maintaining confidentiality, meeting deadlines and schedules, setting priorities, working as part of a team; working with frequent interruptions; and the ability to read, write, and communicate clearly in English.

### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others.

### **Working 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 climbing and balancing; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience ~~Three years of increasingly responsible Administrative/Secretarial or Technical level experience in an office environment~~ **Three years of increasingly responsible secretarial or administrative assistance experience.**

Education ~~Completion of 60 units of college required~~ **High school diploma or equivalent; supplemented by college-level course work in business office management, secretarial science or a related field.**

### **Required Testing**

Pre-employment Proficiency Test

### **Continuing Educ./Training**

None Specified

### **Certificates**

None Specified

### **Clearances**

~~Criminal Justice~~

~~Fingerprint/Background Clearance~~

**DOJ/FBI Background Clearance**

TB Clearance

### **FLSA Status**

Non Exempt

### **Approval Date**

### **Salary Range**