

MADERA UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

Position: Administrative Assistant V
Department/Site: Department
Reports to: Director of a Department

Classification: Classified
Salary Schedule: Classified
Salary Range: 36
FLSA: Non-exempt

PURPOSE STATEMENT

Under general supervision, the purpose of the position is to support the educational process with specific responsibilities for providing a wide variety of highly complex professional administrative, and analytical work in support of the assigned District Directors, conveying information; supporting office functions; and implementing assigned projects and site activities.

DISTINGUISHING CHARACTERISTICS:

This is the fifth level in the Administrative Assistant Series. The Administrative Assistant V provides support to a Director of a Department. The incumbent of this classification requires working knowledge of various facets of the department. Performs highly specialized and complex administrative support duties involving the use of independent judgement and understanding of departmental functions and procedures.

ESSENTIAL FUNCTIONS

- Answers and initiates telephone calls for responding to inquiries screening calls, taking messages, requesting information and/or conveying information.
- Compiles data from a variety of sources (e.g. instructional minutes, enrollments, attendance, etc.) for the purpose of preparing reports and/or preparing information for assigned Director.
- Develops procedures to expedite the transmittal of information and facilitates implementation of policies and programs.
- Coordinates and assists with a variety of complex projects, functions, and/or program components (e.g. administration meetings, for the purpose of completing activities and/or delivering services in a timely fashion.
- Maintains a wide variety of confidential manual and electronic documents, files, and records. Such as calendar, department budget, requisition, Federal compliance documents, all backup documentation, records for audit purposes, employee evaluations, professional development opportunities by department and funding source,) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Tracks, updates, and compiles comprehensive data from a variety of sources for the purposes of complying with financial, legal, and /or administrative requirements.
- Interprets and applies rules and regulations as appropriate; coordinates communications, obtains and provides information in a timely manner to meet the needs of the District and the community; coordinates activities and resolves issues.
- Monitors a variety of activities on behalf of assigned Administrator/ Director for the purpose of achieving goals and meeting target dates.
- Schedules a wide variety of activities for making necessary arrangements.
- Reconciles account balances for assigned budget categories for maintaining accurate account balances.
- Schedules a wide variety of activities for making necessary arrangements.

- Updates and maintains the department's webpage.
- Orders supplies and materials for ensuring availability of items.
- Participates in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.
- Performs general to complex clerical functions (e.g. Microsoft office/ Google suite, scheduling, copying, faxing, data entry, filing, etc.) for supporting office functions
- Prepares a wide variety of complex reports, documents, and correspondence of a confidential and non-confidential nature. Such as letters, memorandums, meeting minutes, charts, reports, forms, surveys, distribution lists, evaluation documents, flyers, annual notifications, 20:1 reports, contracts, cost estimates, Board documents, Time Accountability forms, legal documents, student/parent notification - District level, etc. for the purposes of documenting activities providing written references, and/or conveying information.
- Processes a variety of documents and materials (e.g. travel requests, reimbursements, Cal Cards, use of Facility Permits, applications for disseminating information in compliance with administrative guidelines and/ or regulatory requirements.
- Provides direct assistance/training to site administrators with ESARC and site plan development for ensuring the efficient and effective functioning of the work unit.
- Receives informational material (e.g. mail, flyers, etc.) for reading, sorting, routing, and responding as directed.
- Represents assigned Director in their absence for conveying and/ or gathering information required for their functions.
- Responds to a wide variety of inquiries from internal and external parties (e.g. staff, parents, students, public agencies, vendors, etc.) for the purpose of providing information, facilitating communication among parties and/ or providing direction.
- Supports assigned administrative personnel for providing assistance with their functions and responsibilities.

OTHER FUNCTIONS

- Performs other duties as assigned which are related, or logical in assignment to the position.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Current policies, laws and procedures
- Accounting, bookkeeping principles
- Use of job related software applications
- Business telephone etiquette
- Concepts of grammar and punctuation
- Use of Word, Excel, PowerPoint, presentation technology
- District policies, procedures
- District organization and locations.

Skills and Abilities to:

- Operating standard office equipment
- Use of job related software applications
- Preparing and maintain accurate records
- Planning and managing projects

- Strong organizational skills and strong writing skills
- Accurately take and transcribe notes and/meeting minutes/ recollection
- Requires ability to prepare spreadsheets, graphs and charts, and enter, import, and export data to and from databases
- Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines
- Ability to communicate with staff, parents, and public using patience and courtesy, and in a manner that reflects positively on the organization unit
- Guiding others
- Working with others in a wide variety of circumstances
- Maintains confidentiality and accuracy of records
- Communicate effectively, both orally and in writing
- Understands and follows written and oral instructions
- Operates a computer and use standard business software
- Work with data utilizing defined but different processes
- Work with a diversity of individuals and or groups
- Work with a variety of data
- Utilize job-related equipment
- Adapting to changing work priorities, communicating with diverse groups
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations
- Meeting deadlines and schedules
- Setting priorities, working as part of a team
- Working with frequent interruptions
- Ability to read and write, and communicate clearly in English
- Ability to read and write, and communicate clearly in a second language (usually Spanish) may be required

RESPONSIBILITY

Responsibilities include; working under limited supervision following standardized practices and/or methods; providing information and /or advising others; and operating within a defined budget. Utilization of some resource from other work units is often required to perform the job's functions. There is a continual opportunity to affect the organization's services.

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; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing; the job is performed in a generally hazard free environment and in a clean atmosphere.

MINIMUM QUALIFICATIONS

Experience:

Five years' of experience as an Administrative Assistant I, II, III, and IV in MUSD;

OR

Equivalent experience performed from another educational institution or agency in the capacity level of Administrative Assistant IV.

Education:

High school diploma or equivalent.

Required Testing:

- Pre-employment Proficiency
- Pre-employment Physical Exam

Continuing Education/Training

- Maintain as needed

Certificates/Licenses

- Valid CDL

Clearances

- DOJ/FBI Background Clearance
- TB Clearance
- Physical Demand (A)