

MADERA UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

Position: Administrative Assistant VI
Department/Site: District
Reports to: Executive Cabinet Member

Classification: Classified
Salary Schedule: Classified
Salary Range: 37
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. Assists in the coordination and management of ongoing district-wide initiatives that align with the Superintendents Executive Cabinet Core Values.

DISTINGUISHING CHARACTERISTICS:

This is the sixth level in the Administrative Assistant Series. The Administrative Assistant VI provides support to an Executive Cabinet Member. Incumbents in this classification performs the most complex duties in the series and assures proper and timely completion of district-wide initiatives, projects and activities that align with the Superintendents' Executive Cabinet Core Values.

ESSENTIAL FUNCTIONS

- Supports the Superintendent's Executive Cabinet Member activities by maintaining the SEC Member calendar, sending meeting notices, creating briefing and presentation materials, coordinating logistics including securing, and setting up venues, and recording attendance and meeting minutes.
- Develops procedures to expedite the transmittal of information and facilitates the implementation of policies and programs.
- Manages the Superintendent's Executive Cabinet Member correspondence, including drafting reports, memos, and letters.
- Serves as point of contact and provides staffing support for Superintendent's Executive Cabinet Member public and private board commitments.
- Answers and initiates telephone calls, emails, and other communication channels for responding to inquiries, transferring calls, taking messages, requesting information, and/or conveying information.
- Tracks, updates, and compiles comprehensive data from a variety of sources for complying with financial, legal, and/or administrative requirements.
- Researches, analyzes and compiles information and computes statistical data for Federal, State and District reports and special projects.
- Coordinates and manages a variety of complex projects, functions, and/or program components for the purpose of completing activities and/or delivering services, to achieve goals and meeting target dates.
- Greets and meets with parents, students and visitors for the purpose of responding to constituent services inquiries and/or directing individuals to appropriate location in accordance with established building security procedures. Works with school sites and department to solve concerns of parents and community members.
- 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.
- Prepares and drafts board agenda items, agreements, and contracts for services/facilities used by and/or provided by the division. Processes contract documents and set up internal routines for monitoring performance.

- Receives, handles, and stores confidential, private, and sensitive information pertaining to the District and its employees and students with a high level of discretion.
- Prepares/Maintains a wide variety of confidential and non-confidential manual and electronic documents files and records for providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors a variety of activities on behalf of assigned Administrator for the purpose of achieving goals and meeting target dates.
- Orders supplies and materials for ensuring availability of items.
- Participates, facilitates, and or coordinates a variety of meetings, workshops, and/or training for the purpose of providing or receiving information, recording minutes, and summaries, and supporting the needs of the attendees.
- Develops a wide variety of complex reports, documents, and correspondence of a confidential and non-confidential nature for the purpose of documenting activities, providing a written reference, and/or conveying information.
- Receives informational material for reading, sorting, routing, and responding as directed.
- Responds to a wide variety of inquiries from internal and external parties for the purpose of providing information, facilitating communication among parties and/or providing direction.
- 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.
- Performs other duties as assigned which are related, or logical in assignment to the position.

SKILLS, KNOWLEDGE AND ABILITIES

Knowledge of:

- Current policies, laws and procedures
- Use of job related software applications
- Business telephone etiquette
- Concepts of grammar and punctuation
- Expertise in Microsoft Office and/or Google suite tools.
- District policies and procedures associated with education processes, i.e. curriculum development, credentials, academic outcomes and business

Skills and Abilities to:

- Operating standard office equipment including utilizing pertinent software applications
- Planning and managing projects
- Strong communications skills
- Strong organizational skills and strong writing skills
- Preparing and maintaining accurate records
- Sufficient human relations skills to work productively and cooperatively with diverse teams
- Exercise patience when dealing with internal and external customers, and convey technical concepts
- Facilitating group problem-solving processes
- Expertise in Microsoft Office and/or Google suite tools
- Thoughtful communication with all stakeholders
- Exemplary planning and time management skills
- Perform well under pressure for competing time-sensitive priorities
- Demonstrated resourcefulness, ability to solve problems and work independently and a high degree of professionalism, including discretion and attention to confidentiality
- Accurately take and transcribe notes and/ or meeting minutes/ recollections

- Learn, interpret, explain and apply knowledge of District and department organization, operations, programs, functions, special terminology used in the organization unit
- Requires a working knowledge of the policies and procedures associated with education processes such as curriculum development, credentials, academic outcomes, and business
- Learn, interpret, explain and apply knowledge of District and department organization, operations, programs, functions, special terminology used in the organization unit and labor agreements to relieve a senior administrator of a variety of administrative details
- 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
- Communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working with frequent interruptions, setting priorities; establishing and maintaining effective working relationships
- The ability to read, write and communicate clearly in both English and second language (usually Spanish) may be required
- Independently perform all of the duties of the position and strategically make sound judgements
- Must be able to learn, interpret, explain and apply knowledge of District and department organization, operations, programs, functions, special terminology

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 and half years' of experience as an Administrative Assistant I, II, III, and IV with one year minimum experience as an Administrative Assistant V in the Madera Unified School District;

OR

Equivalent work experience performed from another educational institution or agency in the capacity of the highest level (VI) of the Administrative Assistant Series within the Madera Unified School District.

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)