

**WALNUT VALLEY UNIFIED SCHOOL DISTRICT**

JOB TITLE: SENIOR ADMINISTRATIVE ASSISTANT (CONFIDENTIAL)

**BASIC FUNCTION**

Under general direction of the Superintendent or designee, to perform complex and responsible secretarial and clerical functions; to relieve a Cabinet-level administrator of clerical and administrative detail by coordinating, organizing, leading, and participating in the various operational aspects of the administrator's assignment; and to do other related work as required. Incumbents in this classification provide students, staff and the public with information through the performance a wide variety of secretarial services which directly support learning.

**ESSENTIAL JOB FUNCTIONS**

- Serves as personal secretary and office manager dealing with a variety of sensitive and privileged matters; supports a Cabinet-level administrator to provide assistance with administrative functions to a division
- Coordinates and leads staff activities of the administrator's office, including the organization, planning, layout, and development of work accomplishment time lines
- Attends meetings and conferences as requested; provides input and takes and transcribes notes into summary form
- Acts as a receptionist and administrative assistant to the administrator, including greeting visitors and guests, answering inquiries and correspondence, maintaining an action calendar, scheduling appointments, conferences and meetings, and a variety of other operational details
- Establishes and maintains complex manual and automated alphabetical, numerical, and subject matter files and data that may include sensitive and privileged data
- Assists with budget planning and expenditure control procedures
- Initiates, develops and coordinates assigned projects and draft memoranda with minimal direction
- Maintains an extensive degree of knowledge and information regarding general district level operations and specific information related to the programs, services and operations of the assigned division
- Promotes effective relations with the community, parents, businesses, schools, surrounding districts and district personnel
- Makes decisions and recommendations, when appropriate, in the absence of the Cabinet-level administrator
- Interprets policies, regulations and operational procedures related to the department/district as requested by telephone or personal contact
- Assists in departmental selection process, and training Maintains a knowledge of new and on-going legislation as it pertains to public education
- Plans, organizes and coordinates the preparation of the materials and documents pertaining to the Board of Trustees meeting agenda
- Creates, compiles and generates fiscal/budgetary information/reports in preparation for negotiations in written or electronic format
- Prepares agendas, plans and schedules for Bond implementation and oversight committees
- Performs other duties related to the class as assigned

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### JOB REQUIREMENTS – QUALIFICATIONS

#### Skills, Knowledge and/or Abilities Required:

##### Skill to:

- Establish and maintain a complex data management system, using the computer and software applications
- Take and transcribe dictation or use transcription equipment to accurately and efficiently produce a variety of printed informational material and data
- Coordinate, organize and monitor the functions of the administrator's office
- Compile data and information and prepare comprehensive reports

##### Knowledge of:

- Procedures, methods, strategies, and techniques pertaining to the operation of a chief cabinet level administrator's office
- Organization, supervision and employee motivation methods, procedures and strategies
- Modern office practices and procedures, standard office equipment and use of word processing, data base, software programs, spreadsheet and presentation material
- Legal mandates, policies, regulations, and procedures which govern the administrator's operational processes
- English usage, spelling, grammar, and manuscript and report formatting
- Effective and efficient communication techniques, strategies, and procedures

##### Ability to:

- Effectively and efficiently perform highly responsible clerical, secretarial, and administrative assistant functions and activities
- Communicate effectively in oral and written form
- Understand and carry out oral and written directions
- Work courteously and tactfully with co-workers, public, and parents, promoting team building and a positive environment
- Adapt easily to work assignments, additional priorities, and new procedures
- Receive constructive criticism and modify work appropriately
- Work without close monitoring and meet deadlines
- Prioritize and identify needs and solve problems independently as appropriate
- Suggest procedural improvements to supervisor as appropriate
- Skillfully handle difficult situations using good judgment
- Maintain high level of professionalism in keeping the needs of customers a top priority
- Keyboard at an acceptable rate of speed

### PHYSICAL DEMANDS

Persons performing service in this position classification will be expected to perform light work, which involves lifting no more than 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds. Even though the weight lifted may be very little, a job is in this category when it requires a good deal of walking or standing, or when it involves sitting most of the time with some pushing and pulling of arm or leg controls. To be considered capable of performing a full or wide range of light work, an incumbent must have the ability to do substantially all of these activities. If someone can do light work,

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it is deemed that he or she can also do sedentary work, unless there are additional limiting factors such as loss of fine dexterity or inability to sit for long periods of time. (*Per the Code of Federal Regulations – Section 404.1567 “Physical Exertion Requirements”*)

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**EXPERIENCE AND EDUCATION REQUIREMENT**

Experience:

Four (4) years of highly responsible secretarial experience, preferably in an educational organization.

Education:

Equivalent to the completion of the twelfth grade, supplemented by coursework or training in office management, computer skills, advanced secretarial skill areas, public relations or related areas.