

PRINCIPAL ADMINISTRATIVE ASSISTANT

DEFINITION

Assists an administrator or group of administrators in a staff capacity by carrying out administrative functions of the organization with broad delegated responsibility for initiating and coordinating activities in designated areas, such as organizational and management studies, personnel records management, and procedures related to hearings.

TYPICAL DUTIES

- Conducts and coordinates organizational and management studies to develop solutions to problems, determine methods of implementing new programs, and improve efficiency and economy; makes recommendations and prepares reports.
- Assists in revising, formulating, and maintaining consistency in administrative policies, and methods of organization.
- Coordinates and acts as a liaison to technical personnel staff regarding functions of the organization, and supervises the maintenance of personnel and organizational records and files.
- Represents the organization in public contacts with employee group representatives, employees, outside officials, and on various committees and performs liaison activities regarding personnel, budget, organization, management, and administrative matters of the organization.
- Studies office layout and facilities and makes recommendations regarding allocation of space and physical-plant improvements or alterations.
- Reviews telephone service and other equipment utilization and recommends ways and means to provide for maximum efficiency and economy.
- Analyzes budget requests, recommends changes and the allowance or denial of requests, prepares supporting material for special budgetary requests, and coordinates and participates in the preparation of the justifications for the annual budget requests.
- Analyzes State legislation to determine effects on the District or the responsibilities of his office, drafts legislation and statements of support or opposition, routes legislative items to concerned administrators, and maintains files of bills and related information.
- Assists in administering the annual budget by analyzing and evaluating requests for new and replacement equipment and personnel.
- Prepares correspondence, memorandums, and reports pertaining to administrative matters of the organization, and reviews and edits written materials requiring administrative approval for content, effectiveness of presentation, and adherence to organizational policy.
- Makes arrangements for meetings and hearings, sees that facilities and services are provided, and coordinates related activities, such as communications, contracts, and collection of data and records.
- Composes, edits and directs the preparation of documents, requests for proposals, correspondence, and branch or division procedures.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Principal Administrative Assistant services in a staff capacity assisting an administrator by carrying out a broad range of administrative functions of the organization, with particular responsibility for conducting organizational and management studies, administering and coordinating personnel record-keeping functions, performing liaison activities, and analyzing budget requests, with considerable reliance upon his initiative and discretion and without detailed direction and review.

A Senior Administrative Assistant develops and compiles data, coordinates the functions of a large organizational unit, and may supervise the activities of a clerical staff with independence of judgment and action.

An Administrative Services Manager administers financial and business management activities for a large organization. While specific duties of individual positions vary, there are common factors of supervision; responsibility for preparation, analysis, and control of the organizational unit's budget and expenditures; and liaison activities with other units in coordinating business and service functions.

SUPERVISION

General direction is received from an administrator of a major organizational unit. Supervision may be exercised over clerical employees. Technical supervision may be exercised over policies, practices, and procedures in areas of designated responsibility. Work direction may be given to lower level administrative and technical personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Principles and practices of public administration, including specific management principles and methods as they relate to organization and office management, personnel administration, public relations, and budgetary and fiscal practices
- California State laws; City and County ordinances; and rules, regulations and policies of the Los Angeles Unified School District and the Personnel Commission as they affect administrative activities of the organization
- Administrative analysis and related analytical and statistical methods and techniques
- Policies and procedures related to District and Board communications

Ability to:

- Conduct and coordinate organizational and management studies and develop solutions to problems
- Revise and formulate organizational policies and methods
- Plan, coordinate, and participate in activities of the organization
- Establish and maintain effective and harmonious working relationships with other employees, officials of the District and other agencies, and the public
- Review, analyze, and prepare annual budget requests
- Speak clearly and effectively
- Prepare and review correspondence and reports
- Use computers with Microsoft operating systems and word processing and spreadsheet software
- Exercise judgment and discretion in applying and interpreting laws, rules, and policies affecting the District and the organizational unit

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university preferably with courses in public or business administration, research, statistics, personnel, accounting, or related subjects. Two years of experience beyond that required may substitute on a year-for-year basis for the required education.

Experience:

Four years of experience in a professional-level administrative positions involving administrative analysis of organization, procedures, personnel management, or budgets.

Special:

A valid California Driver's License.
Use of an automobile.

SPECIAL NOTES:

1. Management class, exempt from bargaining units.
2. Exempt from FLSA.

This class description is not a complete statement of essential functions, responsibilities or requirements. Requirements are representative of the minimum level of knowledge, skill and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

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