

SENIOR ADMINISTRATIVE ASSISTANT

DEFINITION

Performs analysis of procedures, records, reports, and other documents to prepare recommendations and procedures for schools or an organizational unit; and may supervise the clerical activities of a large organizational unit.

TYPICAL DUTIES

Performs a variety of tasks related to administrative and financial activities involving some of the following functions:

- Compiles and analyzes data related to financial controls, projections, and recommendations, and organizes the presentation of such data.
- Analyzes reports, laws, regulatory directives and guidelines, and other documents to keep administrative personnel apprised of effects on organization, records and procedures, or financial status.
- Reviews documents in order to verify appropriateness of financial claims and authorize payment.
- Contacts and confers with administrators, staff personnel, and representatives of other jurisdictions regarding policies, procedures, clerical systems, or coordination of committees.
- Explains rules, regulations, policies, and practices to school and office personnel and the public, often speaking on behalf of the administrator.
- Reviews rules, policies, and procedures in order to establish and maintain controls.
- Coordinates complex studies and maintains project's progress.
- Prepares correspondence, reports, bulletins, and memorandums in relation to assigned projects and may review and edit material prepared by others
- Obtains data from reports and records; calculates and analyzes numerical data; and prepares budget, financial, and special reports.
- Designs and revises forms.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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 Analyst performs a variety of journey-level duties that are oriented primarily toward the analysis of systems and procedures, organization and management, work-flow and distribution, work simplification, and improvement in efficiency.

An Administrative Assistant performs staff duties to relieve an administrator of details relative to clerical procedures and methods, budget preparation and control, or other areas of the business operations of an organizational unit.

SUPERVISION

General supervision is received from an administrator. General supervision may be exercised over the clerical personnel and activities of an organizational unit.

CLASS QUALIFICATIONS

Knowledge of:

- California Education Code, Title V of the California Code of Regulations, and District regulations, procedures and policies
- Personnel Commission Rules concerned with policies and procedures applicable to certificated, classified, and unclassified personnel
- Contract forms, legal entities, signatures, and bonds
- Legal and contract terminology
- Budget preparation and financial control systems
- School business administration
- Office practices and procedures

Ability to:

- Interpret laws, rules, regulations, and policies
- Conduct investigations and analyze system methods and procedures
- Organize, write, and edit procedures, instructions, manuals, and bulletins
- Work effectively with District administrators and employees and with representatives of public and private agencies
- Exercise initiative and independent judgment
- Train and supervise clerical personnel
- Spell, punctuate, use correct grammar, and proofread
- Make effective oral presentations
- Use computers with Microsoft operating systems and word processing and spreadsheet software
- Maintain accurate records

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university, preferably with a major in business, public, or school administration. Additional experience in office management or analysis of financial matters may be substituted for the required education on a year-for-year basis.

Experience:

Two years of experience in an administrative-staff position requiring analysis, compilation, and reporting of data, preferably with experience in financial matters.

or

Four years of office management experience with responsibility for development and implementation of procedures, data compilation, report preparation, and/or budget development and maintenance.

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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