

SENIOR ADMINISTRATIVE ASSISTANT, OFFICE OF THE SUPERINTENDENT

DEFINITION

Assists the Superintendent of Schools, Senior Deputy Superintendent of School Operations, and/or Deputy Superintendent of Instruction by analyzing administrative functions and coordinating organizational and management studies as necessary.

TYPICAL DUTIES

- Compiles and analyzes data related to special projects at the discretion of the Superintendent of Schools, Senior Deputy Superintendent of School Operations, and/or Deputy Superintendent of Instruction.
- Analyzes reports, laws, regulatory directives and guidelines, and other documents to keep consultants and administrative staff apprised of effects on organization, records and procedures, or financial status.
- Determines new organizational programs to establish and maintain controls and improve efficiency. Assists the Superintendent, Senior Deputy Superintendent of School Operations, and/or Deputy Superintendent of Instruction by formulating or reviewing administrative policies and updating and writing procedure manuals, bulletins, and forms.
- Composes, reviews, and disseminates correspondence and memorandums on behalf of the Superintendent of Schools, Senior Deputy Superintendent of School Operations, and/or Deputy Superintendent of Instruction.
- Obtains data from reports and records from other jurisdictions or District departments and prepares special reports or calculations.
- Provides information to the public regarding District policies, rules, and regulations in person and over the phone, consulting with staff, parents, and community members to aid in the resolution of issues.
- May analyze pertinent legislative bills and advises administrators of their potential effect.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Senior Administrative Assistant, Office of the Superintendent assists the Superintendent of Schools, Senior Deputy Superintendent of School Operations, and/or Deputy Superintendent of Instruction by developing new or improving existing administrative functions and activities such as organizational and management studies and data management.

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 the Superintendent of Schools, Senior Deputy Superintendent of School Operations, and/or Deputy Superintendent of Instruction. Technical supervision may be exercised over the clerical activities of the Office of the Superintendent.

CLASS QUALIFICATIONS

Knowledge of:

Principles and practices of public administration, including organization and office management, personnel administration, public relations, and budgetary and fiscal practices
California Education Code, Title V of the California Code of Regulations, and District regulations, procedures, and policies
Personnel Commission Rules and Board of Education 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 and spreadsheet software applications
School business administration
Modern office practices and procedures
District organization

Ability to:

Interpret laws, rules, regulations, and policies
Formulate and write procedures, instructions, manuals, and bulletins
Devise methods and procedures for obtaining a variety of data
Maintain relationships with District administrators and employees and with representatives of public and private agencies
Make effective oral presentations
Exercise initiative and independent judgment
Plan and organize work to meet deadlines
Operate an office computer and associated peripheral equipment
Take and transcribe dictation
Train and give work direction to clerical personnel

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree preferably in business, public, or school administration. Additional experience in office management may substitute for the required education on a year-for-year basis provided that the requirement of a high school diploma or equivalent is met.

Experience:

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

Special:

An employee in this classification is exempt from regular selection, appointment, and retention processes in accordance with the provisions of Education Code Section 45272(b).

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 abilities. Management retains the discretion to add or change typical duties of a position at any time.

Revised
02-24-14
SJ