



**CLASSIFIED
Job Class Description**

Equal Employment
Opportunity

ADMINISTRATIVE ASSISTANT V

DEPARTMENT/SITE: DISTRICT OFFICE
DEPARTMENTS

SALARY SCHEDULE: Confidential (Group 14)
LEVEL: Range 66
WORK YEAR: 12 Months

REPORTS TO: ASSOCIATE OR ASSISTANT
SUPERINTENDENT

DATE CURRENT JOB DESCRIPTION APPROVED:
Board of Trustees effective: October 26, 2022

JOB GOAL/PURPOSE:

Under the supervision and direction of an assigned Associate or Assistant Superintendent, serves as a highly responsible, confidential secretarial and administrative assistant to relieve the administrator of a variety of administrative details and duties. The incumbents in this classification provide the school community with accurate information, clear communication, and maintain confidential administrative assistance, which directly supports student learning.

DISTINGUISHING CHARACTERISTICS

The Administrative Assistant V classification is the fifth level class in the secretarial series. Incumbents in this classification are assigned a variety of confidential, complex, and detailed clerical/secretarial and administrative functions, including bargaining unit negotiations, in support of an Associate or Assistant Superintendent.

ESSENTIAL FUNCTIONS, TASKS AND DUTIES:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Perform complex tasks related to secretarial and administrative assistant duties to relieve the Associate or Assistant Superintendent of a variety of administrative details; plan, coordinate and organize office activities and flow of communications; maintain confidentiality of privileged and sensitive information.
- Perform special projects on behalf of the administrator; attend to administrative details on special matters as assigned; perform varied duties related to the administrator's area of responsibility.
- Research and compile a variety of information; compute statistical information for various federal, State, and district reports; process and evaluate a variety of forms related to assigned functions.
- Maintain department budgets and ensure that accounts are accurate and expenditures are within federal or State requirements; collect and account for fees; initiate purchase requisitions and budget transfers; prepare journal entries and budget adjustments.
- Act as a liaison between the San Diego County Office of Education and the Solana Beach School District staff.

- Receive visitors, including administrators, staff, parents, and the public; provide detailed technical information concerning policies and procedures where judgment, knowledge and interpretation of procedures and regulations are required or direct to appropriate personnel.
- Assure timely communications between assigned office and district employees; resolve issues as appropriate; refer difficult situations to the administrator.
- Compose, independently or from note/rough draft, a variety of materials including interoffice communications, applications, requisitions, forms, letters, contracts, special projects, legal documents, and other materials; establish and maintain a variety of files.
- Receive, screen, and route telephone calls; take and relay messages when appropriate; serve as a resource to others concerning policies and procedures.
- Coordinate, schedule, and attend a variety of meetings; prepare and send out notices of meetings; maintain appointment calendars; reserve facilities; collect and compile information for meetings, projects, and workshops.
- Prepare agenda items and back-up materials for a variety of meetings; prepare charts and statistical information as needed; coordinate with other departments and school sites for Board reports and agenda items; attend meetings.
- Inventory, order, receive, and distribute supplies and materials; prepare purchase requisitions.
- Receive, open, sort, screen and distribute incoming mail; compose replies independently or from oral direction.
- Coordinate travel and conference arrangements for staff as necessary; prepare related forms and reimbursements.
- Train and provide work direction and guidance to staff as assigned by the positions.
- Operate a variety of office equipment including copier and computer with assigned software.
- Develop and implement office procedures to assure complete and timely operations.
- Perform other functions, duties and tasks related to this class as assigned.

JOB QUALIFICATIONS /REQUIREMENTS:

(At time of application.)

Knowledge of:

- Rules, regulations, laws, contracts and policies governing assigned department operations
- Modern office practices, procedures, and equipment
- Letter and report preparation techniques
- Storage and retrieval systems
- Telephone techniques and etiquette
- General goals of public education
- Word processing, spreadsheet, and database programs
- Correct oral and written English usage, including grammar, spelling, punctuation and vocabulary
- Interpersonal skills, including use of tact, patience, and courtesy

Skills:

- Keyboarding accurately at an acceptable rate of speed
- Utilize databases and spreadsheets
- Operate a variety of office equipment including computers and pertinent software applications, fax machines, and copiers
- Perform arithmetic calculations
- Establish and maintain a variety of complex and sensitive files and records
- Establish and maintain cooperative working relationships with staff, students, and the public

Ability to:

- Present numerical data in a resourceful manner and skillfully gather and analyze information
- Perform complex clerical and secretarial work independently and effectively using a variety of software applications
- Analyze difficult and sensitive situations and adopt an appropriate course of action
- Understand and apply district policies
- Act as a recording secretary for conferences and meetings
- Organize and analyze statistical data; perform computational tasks with accuracy and speed
- Compose written communications independently
- Assemble and compile data/information and prepare reports
- Maintain complex files and records
- Understand and retain a variety of policies, procedures, and technical written material and information
- Understand and carry out oral and written instructions
- Operate a variety of office equipment including computers, fax machines, and copiers
- Meet schedules and timelines
- Maintain confidentiality and positive attitude at all times

EDUCATION REQUIRED:

Any combination equivalent to: graduation from high school supplemented by course work in business office management.

EXPERIENCE REQUIRED:

Three years of increasingly responsible secretarial experience involving public contact. Proficiency utilizing Microsoft Office Suite and Google platform.

LICENSE(S) REQUIRED:

- None required.

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam (e.g., written test, oral interview or work sample) for the job class with a satisfactory score.
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Pre-employment physical exam at District's expense
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)

WORK ENVIRONMENT/PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Office environment with frequent interruptions and intermittent noise
- Operate a computer keyboard and other office equipment
- Sitting or standing for extended periods of time; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files
- Lift objects such as boxes containing documents and weighing up to 35 pounds
- Exchange information in person or on the telephone
- Prepare, and review various materials
- Prepare rooms for meetings (seating, materials, refreshments)