

## LAS LOMITAS ELEMENTARY SCHOOL DISTRICT

### JOB DESCRIPTION

#### DISRICT OFFICE ADMINISTRATIVE ASSISTANT

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##### **BASIC FUNCTION:**

Under the direction of District Office Leadership, perform a variety of highly responsible administrative support duties to relieve District Office Leadership of administrative and clerical detail; plan, coordinate and organize department office activities and coordinate flow of communications, correspondence and information; prepare and maintain a variety of records, logs and reports.

##### **DISTINGUISHING CHARACTERISTICS:**

The District Office Administrative Assistant e classification performs specialized and complex administrative duties, requiring independent judgement and knowledge of designated policies, procedures and regulations to assist District Office Leadership of a major functional area of the District.

##### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Perform a variety of administrative support duties to relieve District Office Leadership of administrative and clerical detail; ensure smooth and efficient office operations, and proper and timely completion of projects and activities; assist with coordinating Department and related staff activities; ensure departmental compliance with established standards and requirements.
- Serve as the primary secretary to District Office Leadership; plan, coordinate and organize office activities and coordinate flow of communications and information for District Office Leadership; provide public relations and liaison services; initiate, screen and receive telephone calls; take, retrieve and relay messages as needed; schedule and arrange appointments, conferences, meetings and other events.
- Receive visitors, including staff, administrators, students, parents and the public; provide assistance or direct to appropriate staff; exercise independent judgment in resolving a variety of issues; refer difficult issues to the administrator; provide technical information related to Department operations and related standards, requirements, functions, laws, rules, regulations, policies and procedures.
- Compose, independently or from oral instructions, note or rough draft, a variety of materials such as inter-office communications, forms, letters, memoranda, announcements, bulletins, agenda items, lists, manuals, schedules, fliers, notices, requests, orders, cards, purchase orders, handbooks, procedural documents, descriptions and other materials.
- Prepare and maintain a variety of records, logs and reports related to programs, projects, students, financial activity, budgets, personnel and assigned duties; establish and maintain filing systems; review, revise, edit, format and proofread a variety of documents and information.
- Research, compile and verify a variety of data and information; compute statistical information for various reports; process and evaluate a variety of forms, applications and documents; duplicate, assemble, distribute, collect, verify and ensure accuracy and completeness of various documents.
- Input and update a wide variety of data in an assigned computer system; maintain automated files and records; create queries, develop spreadsheets and generate a variety of mandated and requested computerized lists and reports; ensure accuracy of input and output data.
- Communicate with personnel, administrators, school districts, outside agencies, governmental organizations, students, parents and the public to exchange information, coordinate activities and resolve issues or concerns; request and provide documents as needed.
- Operate a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software.
- Maintain appointment and activity schedules and calendars; coordinate travel arrangements, conferences and hotel reservations as necessary; process claims and reimbursements as required; reserve facilities and equipment for meetings and other events as needed.
- Coordinate and attend a variety of meetings as assigned; compile and prepare agenda items and other required information and materials for meetings and other events; take, transcribe and distribute minutes as directed.

- Prepare, process and code purchase orders and invoices as assigned; arrange for billings as directed; monitor funds for income and expenditures as required; ensure expenditures to do not exceed established budget limitations; reconcile financial records and statements as needed.
- Perform special projects and prepare various forms and reports on behalf of the assigned administrator; attend to administrative details on special matters as assigned.
- Monitor inventory levels of office and departmental supplies; order, receive and maintain appropriate levels of inventory as required; follow up on orders and clarify order information as needed.
- Receive, sort and distribute mail and e-mail as required; compose responses independently as appropriate; prepare and distribute informational materials and bulk mailings as assigned.
- Train and provide work direction and guidance to assigned personnel as required; assign employee duties and review work for accuracy and completeness; provide back up and support for departmental personnel as required.

**OTHER DUTIES:**

- Perform related duties as assigned.

**REQUIRED QUALIFICATIONS:**

Education and Experience:

- Any combination equivalent to: graduation from high school and four years of clerical or secretarial experience involving frequent public contact.

Preferred Education and Experience:

- Associates Degree or relevant college coursework
- Highly organized
- Attention to detail
- Knowledge of SEIS and Calpads Programs

Knowledge of:

- Terminology, practices and procedures of assigned office.
- Organization, operations, policies and objectives of assigned department.
- Modern office practices, procedures and equipment.
- Record-keeping and filing techniques.
- Business letter and report writing, editing and proofreading.
- General methods, procedures and terminology used in clerical accounting work.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Data control procedures and data entry operations.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Methods of collecting and organizing data and information.
- Mathematic calculations.

Ability to:

- Perform a variety of secretarial and administrative assistant duties to relieve the administrator of administrative and clerical detail.
- Plan, coordinate and organize office activities and coordinate flow of communications, correspondence and information for the administrator.
- Ensure smooth and efficient office operations.
- Compose correspondence and written materials independently or from oral instructions.

- Learn, interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
- Perform a variety of clerical accounting duties in support of assigned activities.
- Type or input data at 50 words per minute from clear copy.
- Understand and resolve issues, complaints or problems.
- Answer telephones and greet the public courteously.
- Complete work with many interruptions.
- Compile and verify data and prepare reports.
- Maintain a variety of records, logs and files.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Work independently with little direction.
- Communicate effectively both orally and in writing.
- Add, subtract, multiply and divide with speed and accuracy.

**WORKING CONDITIONS:**

Work Environment:

- Office Environment.
- Constant Interruptions.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person and on the telephone.
- Sitting or standing for extended periods of time.
- Seeing to read a variety of materials.
- Bending at the waist, kneeling or crouching to file materials.
- Reaching overhead, above the shoulders and horizontally.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**Board Approved: 2/14/18; Updated 3/16/22**

**FLSA Status: Non-Exempt**