

LA MESA-SPRING VALLEY SCHOOLS

CLASS TITLE: EXECUTIVE ASSISTANT I, BUSINESS SERVICES

BASIC FUNCTION:

The job of Executive Assistant I, Business Services, was established to provide a wide variety of complex and confidential administrative and secretarial support; and communicate information on behalf of and acting as a liaison for the Assistant Superintendent, Business Services, with school district staff, other school districts, auditors, attorneys, insurance companies, public agencies, parents and other stakeholders.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Acts as student accident report administrator for the District.

Assists Business Services directors with preparation, revising, and proofing Board agenda item drafts for the review of the Assistant Superintendent, Business Services.

Assists in planning, organizing, and developing programs to ensure compliance with District, state and/or federal requirements and meeting the educational objectives of the District.

Attends meetings relating to the Business Services to provide information, record official minutes, coordinate distribution of materials and support the needs of the attendees.

Calculates facility use and after-school program fees and forwards detailed fees to Fiscal Services for invoicing.

Conducts after-school program orientation meetings throughout the school year; presents information to external organizations and answers questions regarding District policies and procedures.

Coordinates and monitors external after-school programs to ensure programs are adhering to District procedures, insurance, and fingerprinting requirements.

Compiles data from a wide variety of sources to prepare reports, make recommendations; and/or prepare information for the Assistant Superintendent, Business Services.

Coordinates a wide variety of projects, functions and/or program components to assist with activities and/or deliver services in a timely fashion.

Distributes Certificates of Insurance to external organizations for District events and activities.

Maintains confidential files and manual/electronic documents, to provide up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements, ensures accuracy of materials and complies with all federal/state/district regulations.

Monitors a wide variety of processes on behalf of the Assistant Superintendent, Business Services, to achieve goals and meet target dates in compliance with established guidelines and regulatory requirements.

Oversees the work activities within the office to organize assignments, monitor progress, and ensure completion within established guidelines.

Participates in a variety of meetings, workshops, and/or trainings to provide or receive information, record minutes, and support the needs of the attendees.

Prepares, revises and/or composes a wide variety of reports, documents, forms, procedures, meeting minutes, bulletins, manuals and correspondence of a confidential and non-confidential nature to document activities, provide written reference, convey information, and/or create documentation in conformance with established guidelines.

Processes a wide variety of documents and materials to disseminate information in compliance with program, district, state and/or federal requirements.

Procures supplies and materials for the purpose of maintaining availability of required items.

Reports property damage and repair or replacement costs of stolen/damaged items to law enforcement agencies and County Risk Management; completes property damage claim forms and submits property damage claims to County Risk Management; follows up with deputy probation officers and/or other law enforcement agencies regarding crime and victim reports.

Represents the Assistant Superintendent, Business Services, in his/her absence to convey and/or gather information required for his/her functions.

Researches a variety of topics to provide information and/or recommendations that address a variety of administrative or legal requirements.

Responds to a wide variety of inquiries from internal and external parties to provide information, resolve issues, facilitate communication among parties and/or provide direction.

Reviews and approves facility use and special program Certificates of Insurance and monitors policy effective dates and insurance sufficiency; contacts insurance companies and external parties to resolve insurance requirement issues.

Reviews incoming claims for accuracy, irregularities, and completeness; ensures proper and efficient handling of claim documents; gathers data relating to claims from internal or external resources; and forwards documents to legal and risk management agencies and/or processes in-house claims.

Reviews property claim reimbursements to ensure correct reimbursements are received.

Schedules a wide variety of activities to make necessary arrangements for the Assistant Superintendent, Business Services.

Supports assigned administrative personnel to provide assistance with their functions and responsibilities.

OTHER DUTIES:

Attends and participates in meetings, in-service trainings, workshops and conferences.

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of Learning Support.

Presents information on administrative procedures for the purpose of orienting new personnel and/or disseminating information to existing personnel.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Applicable laws, codes, regulations, policies and procedures.
Basic public relations techniques.
Budgeting practices regarding monitoring and control.
Business letter and report writing, editing and proofreading.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Functions and secretarial operations of an administrative office.
Interpersonal skills using tact, patience and courtesy.
Methods of collecting and organizing data and information.
Modern office practices, procedures and equipment.
Operation of a computer and assigned software.
Oral and written communication skills.
Organizational operations, policies and objectives.
Record-keeping techniques.

ABILITY TO:

Analyze situations accurately and adopt an effective course of action.
Assure efficient and timely completion of office and program projects and activities.
Communicate effectively both orally and in writing.
Compile and prepare comprehensive reports concerning a broad spectrum of subject matter.
Compose effective correspondence independently.
Establish and maintain cooperative and effective working relationships with others.

Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
 Maintain a variety of complex and confidential files and records.
 Meet schedules and timelines.
 Operate a variety of office equipment including a computer and assigned software.
 Organize complex material and summarize discussions and actions taken in report form.
 Perform highly responsible and confidential secretarial and administrative assistant duties to relieve the Assistant Superintendent of administrative details.
 Plan and organize work.
 Plan, coordinate and organize office activities and flow of communications and information for the assigned administrator.
 Prioritize and schedule work.
 Take and transcribe dictation at an acceptable rate of speed.
 Type or input data at an acceptable rate of speed.
 Understand and resolve issues, complaints or problems.
 Work confidentially with discretion.
 Work independently with little direction.

EDUCATION AND EXPERIENCE:

High school graduation or equivalent, including or supplemented by courses in typing, computers, word processors, and office management; and five years of increasingly responsible secretarial experience, with at least one year having been in the last five years. Applicable college training may be substituted in lieu of a portion of the experience requirement. Previous experience in school district administrative work will be given preferential consideration.

LICENSES AND OTHER REQUIREMENTS:

Successful passage of the District’s Job Related Proficiency Test.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
 Constant interruptions.

PHYSICAL DEMANDS:

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

FLSA Status

Approval Date

Salary Range

Non Exempt

11/19/15, (previous Admin. Asst.) 9/28/17

Confidential