

SUPERINTENDENT'S ADMINISTRATIVE ASSISTANT

DEFINITION

Provides administrative assistance by relieving the Superintendent of Schools of administrative details and resolving administrative problems and urgent situations involving the public, business and community organizations, parents, students, city, county, State, and federal offices, and School District personnel through personal initiative and knowledge of the policies and procedures of the Los Angeles Unified School District.

TYPICAL DUTIES

- Supports the Superintendent insofar as possible in connection with administrative matters brought to the office for attention.
- Coordinates special projects and informs the Superintendent and senior staff regarding progress or problems encountered by administrators.
- Keeps aware of current problems and situations, usually of a confidential nature, and conditions of special interest to the Superintendent regarding the District schools and offices; consults with division personnel and others concerned with the situation, and inquires into policies and procedures followed in the past; gathers background material; and informs the Superintendent regarding such problems and situations.
- Coordinates special events, engagements, and school site visits for the Superintendent and provides administrative support throughout the event to ensure its success.
- Coordinates functions such as personnel scheduling, plans for alterations and improvements, special equipment requests, etc., for the Office of the Superintendent.
- Applies District policies, rules, regulations, and procedures when responding to school and administrative personnel and the general public.
- Screens the Superintendent's telephone calls and personal visitors; answers telephone inquiries and interviews persons who have problems to discuss with the Superintendent; and assists, insofar as possible, in resolving such problems without referring them to the Superintendent.
- Contacts and gets information, as needed, from the District administrative staff and the staffs of the City Council, Mayor, County Board of Supervisors and other governmental agencies.
- Supervises the screening and routing of the Superintendent's incoming correspondence and indicates coverage and action required; follows up to ensure a prompt response or action, consulting, as necessary, with District leadership.
- Reviews correspondence, reports, publications, and other materials for grammar, sentence structure, format, attachments, and compliance with directives of the Superintendent.
- Coordinates and develops the Superintendent's calendar by reviewing and scheduling meetings, appointments, and personal appearances; establishing priorities; and resolving scheduling conflicts.
- Makes arrangements for the Superintendent's transportation, arranges hotel accommodations, and prepares travel expense claims.
- Attends meetings and conferences at the request of the Superintendent and may take notes.
- Maintains a close working relationship with Board Members, Region leaders, division heads, administrators, and members of the Superintendent's staff in order to keep the Superintendent advised of latest developments, issues, and urgent situations requiring prompt investigation and action.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Superintendent's Administrative Assistant assists the Superintendent of Schools by resolving administrative problems and urgent situations arising in the daily operations of the Superintendent's Office.

The Chief of Staff reports directly to the Superintendent of Schools and is the principal liaison between the Superintendent and the Board of Education. The Chief of Staff has functional supervision over all Superintendents' direct reports.

The Principal Administrative Assistant, Office of the Superintendent serves in a staff capacity assisting the Superintendent or Chief of Staff by carrying out a wide range of administrative functions with considerable reliance up initiative and discretion and without detailed direction and review.

SUPERVISION

General direction is received from the Superintendent of Schools. General supervision may be exercised over lower-level clerical staff. Functional supervision is exercised over the work of other clerical employees in the Superintendent's and related offices.

CLASS QUALIFICATIONS

Knowledge of:

- Policies and procedures related to District and Board communications
- California Education Code and Title V of the California Code of Regulations; City and County ordinances
- Principles and practices of public administration as they relate to organization and office management, personnel administration, and public relations
- District organization, operations, policies, and objectives
- Sources of data within the District and in the community
- Microsoft Windows operating system or Macintosh/Apple operating system

Ability to:

- Exercise independent judgment and initiative
- Analyze situations accurately and adopt an effective course of action
- Exercise judgment and discretion in applying and interpreting laws, rules, regulations, and policies of the District and in responding to inquiries
- Establish and maintain effective and cooperative working relationships with other employees, officials of the District and other agencies, and the public
- Prepare and review correspondence and reports
- Revise and formulate organizational policies and methods
- Communicate effectively, both orally and in writing
- Work under pressure in meeting deadlines
- Operate and use computers and other office equipment

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree. Additional qualifying experience may be substituted for the required education on a year-for-year basis provided that the requirement of a high school diploma or equivalent is met.

Experience:

Five years of administrative support experience with responsibilities relating to administrative analysis, research, organizational efficiency and procedures, or personnel management.

SPECIAL NOTES:

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. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Reestablished and revised

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RGK/BM