

ADMINISTRATIVE AIDE

DEFINITION

Assists an administrator by carrying out complex, but well-defined projects and performing low-level administrative work in coordinating procedures, gathering and synthesizing information, composing and editing departmental and school publications, and providing work direction and participating in other activities.

TYPICAL DUTIES

Assists in a wide variety of administrative matters by carrying out fairly well-defined projects in which methods and procedures may be altered to fit circumstances, such as making surveys and evaluations of materials, equipment, and clerical methods and workload.

Assists with project planning, coordination (staff, scheduling, etc.), implementation, and evaluation for the school or program.

Collects, organizes, and analyzes data and information as directed from various student information systems or related data systems and coordinates the dissemination of information to others in relation to assigned projects.

Provides work direction and participates in composing, editing, and publishing departmental, division and school publications in accordance with instructions and subject to review, including operational instructions, code lists, bulletins, correspondence, programs of performances, newsletters, and memorandums.

Maintains liaison with other departments, schools and the community in order to carry out assignments.

May prepare budget transfer requests including supporting data, maintain controls on expenditure accounts, and recommend adjustments in accounts.

May set up, organize, and coordinate the maintenance of files and indexes.

May solicit the community and former alumni in the support of school needs and goals.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Administrative Aide relieves administrators of a variety of details, carrying out well-defined assignments with independence of judgment and acting within general limits.

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 business operations of an organizational unit.

A Financial Aide receives training and performs well-defined and less difficult duties directly related to more responsible tasks performed by higher-level employees in financial or accounting analysis classes. Progress to more difficult duties is expected as the employee gains in knowledge.

SUPERVISION

General supervision is received from an administrator. Work direction may be exercised over clerical employees, students, and volunteers.

CLASS QUALIFICATIONS

Knowledge of:

- Office layout, equipment, and procedures
- Research techniques, including elementary statistics
- Basic capabilities and applications of data processing
- Organization of the administrative divisions and schools of the District
- Filing and other information-storage systems
- Spreadsheet, database, word processing and graphics computer software programs

Ability to:

- Learn and interpret laws, rules, and regulations
- Determine the best methods of collecting and analyzing data
- Compose informational material and instructions
- Edit written work prepared by others
- Deal tactfully and effectively with school personnel and the public

Special Physical Requirements:

- Manual dexterity as required to operate standard office machines and a computer
- Visual acuity to read detailed documents

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably including courses in school business management, budgeting, accounting, public administration, statistics, and report writing. Experience in collecting, analyzing, and reporting data related to budgetary, personnel, and accounting functions or in office management may be substituted for the required education on a year-for-year basis provided that graduation from high school or evidence of equivalent educational proficiency is met.

Experience:

Experience in collecting, analyzing, and reporting data related to budgetary, personnel, and accounting functions or in office management is desirable.

Special:

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle, or the ability to utilize an alternative method of transportation.

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 relevant 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.

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