

PRINCIPAL ADMINISTRATIVE ASSISTANT, OFFICE OF THE SUPERINTENDENT

DEFINITION

Assists the Superintendent and Chief of Staff by carrying out administrative functions with broad delegated responsibility for initiating and coordinating activities such as organizational and management studies.

TYPICAL DUTIES

- Directs special projects at the discretion of the Superintendent and Chief of Staff.
- Directs and oversees the progress and ensures timely completion of special projects assigned to Sr. Management.
- Coordinates activities of consultants hired to assist the executive.
- Conducts and coordinates organizational and management studies to develop solutions to problems, determine methods of implementing new programs, and improved efficiency and economy and makes recommendations.
- Assists the Chief of Staff in revising, formulating and maintaining consistency in administrative policies and methods of organization.
- Composes correspondence, memorandums, and reports on behalf of the Superintendent and Chief of Staff.
- Studies office layout and facilities and makes recommendations regarding allocation of space and improvements.
- Reviews a variety of reports, minutes, and correspondence; obtains related information from office records or by contacting others; compiles data; and marks Board Reports and other items for the Superintendent's attention.
- Responds to public inquiries on the telephone and in person; provides information on District rules, regulations, policies, and procedures; researches various issues which may involve contacting internal and external sources; and consults and interacts with staff, parents, and community members to resolve issues.
- Supervises and is responsible for the preparation of budget requests, time reports, personnel actions, requisitions, expense claims, Board reports, bulletins, and other items for the Superintendent and appropriate subunits.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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.

A Principal Administrative Analyst supervises and participates in a broad range of studies related to analysis of data systems, resource allocation, operational efficiency, financial management, systems analysis, and procedures and policy development.

A Senior Administrative Assistant develops and compiles data, coordinates the functions of a large organizational unit and may direct the activities of a clerical staff with independence of judgment and action.

SUPERVISION

General supervision is received from the Superintendent of Schools. General supervision is exercised over administrative and clerical employees.

CLASS QUALIFICATIONS

Knowledge of:

- Principles and practices of public administration, including specific management principles and methods as they relate to organization and office management, personnel administration, public relations, and budgetary and fiscal practices
- Policies and procedures related to District and Board communications
- District organization, operations, policies, and objectives
- District oral and written communications standards
- Office practices and procedures, word processing, and spreadsheet software applications
- Current issues of educational policy and procedure
- Sources of data within the District and in the community
- Principles of supervision and office management
- Budget preparation and maintenance
- Microsoft Windows operating system or Macintosh/Apple operating system

Ability to:

- Conduct and coordinate organizational and management studies and develop solutions to problems
- Revise and formulate organizational policies and methods
- Establish and maintain effective and harmonious working relationships with other employees, officials of the District and other agencies, and the public
- Communicate effectively, both orally and in writing
- Exercise independent judgment and initiative
- Analyze situations accurately and adopt an effective course of action
- Plan and organize work
- Compose and edit correspondence, reports, bulletins, and memorandums
- Develop efficient methods for obtaining and reporting information
- Take and transcribe dictation
- Work under pressure in meeting deadlines
- Operate and use computers and other office equipment

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university preferably with courses in public or business administration, research, statistics, personnel, accounting, or related subjects. Experience beyond that required may substitute on a year-for-year basis for the required education.

Experience:

Four years of experience in administrative support or staff positions involving administrative analysis of organization, procedures, personnel management, or budgets.

Special:

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. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

New Class
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