

ADMINISTRATIVE ASSISTANT, BOARD SECRETARIAT

DEFINITION

Provides administrative assistance of a highly responsible nature to the Executive Officer of the Board of Education and supervises activities of the Board Secretariat.

TYPICAL DUTIES

- Assists the Executive Officer of the Board of Education in the administration of the Board Secretariat's Office, maintenance of official files of the Board of Education, and direction of secretarial and other services for Members of the Board of Education.
- Assists in planning and directing the activities of the Board Secretariat, including assigning duties to employees to meet work-load demand, preparing training for new employees, assisting and processing new employee paperwork, reviewing the work of employees, resolving difficult work problems, and consulting on solutions to other special problems.
- Assists in administering the annual budget by analyzing and evaluating requests for new and replacement equipment and personnel.
- Coordinates the preparation and processing of accounting, budgeting, personnel, and purchasing documents related to operations and activities of the Board Secretariat's Office and the individual Board Members' offices.
- Assists in orienting new Board members by providing background information on the District, previous actions of the Board, and current issues before the Board of Education.
- Coordinates special projects at the discretion of the Executive Officer, such as coordinating offsite meetings and events by scouting locations and vendors, venue walkthroughs, and logistics; collaborating with City and County representatives on District elections and redistricting initiatives; and organizing orientation materials and meetings for new Board members.
- Coordinates activities and makes arrangements for the Executive Officer's calendar, Board meetings, committee meetings, hearings, and special events, such as transportation, hotel accommodations, processing travel expense claims, and assists with the development of office calendars.
- Responds to public inquiries on the telephone and in person; provides information on District rules, regulations, policies, and procedures; specific subjects before the Board; researches various issues which may involve contacting internal and external sources; and consults and interacts with staff, parents, and community members to resolve issues.
- Acts for the Executive Officer of the Board of Education by accepting legal service for the Board of Education, reporting such service to the Board of Education, and referring matters to General Counsel or senior staff as appropriate.
- Informs interested persons of actions of the Board of Education.
- Resolves problems brought to the Board Secretariat's Office and resolves administrative details.
- Assists in preparation of evaluations of Board Secretariat staff.
- Oversees the assembly of materials for the Executive Officer of the Board of Education and organizes these materials in the agenda order.
- Consults with and acts as a liaison between Secretariat Office, Board Member offices, division heads and other staff members regarding the status of various functions and items of Board business, scheduling of meetings, and correspondence.
- Supervises the maintenance of personnel and organizational records and files.
- Reviews telephone service and other equipment utilization and recommends ways and means to provide for maximum efficiency and economy.

Reviews office layout and facilities and makes recommendations and coordinates allocation of space and improvements.
Compiles, organizes, and summarizes information requested by the Board Members and their staff and performs research as required.
Composes, edits, and directs the preparation of correspondence, memorandums, documents, and office procedures on behalf of the Executive Officer.
Oversees the screening of correspondence and telephone calls originating in the office of the Board Secretariat and Board Members Offices and refers them to the appropriate administrator.
Maintains confidential records necessary for the operation of the office and prepares digests of files as necessary.
Attends official meetings, as required, and writes notes of the meetings for official Board files.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Administrative Assistant, Board Secretariat provides administrative duties of a highly responsible nature under the direction of the Executive Officer of the Board of Education, supervises administrative Board Secretariat staff, and coordinates functions of the Board Secretariat with other offices of the District.

An Administrative Assistant to Board Members performs administrative assistance duties of a highly responsible nature under the direction of a Member of the Board of Education; exercises judgment, discretion, and tact in dealing with the public; and relieves the Board Member of administrative detail.

SUPERVISION

General supervision is received from the Executive Officer of the Board of Education. Supervision is exercised over lower-level staff of the Board Secretariat.

CLASS QUALIFICATIONS

Knowledge of:

Board of Education rules, regulations, policies, procedures, organization, and functions
Pertinent provisions of the Open Meeting Laws (Brown Act) and applicable methods and procedures
Basic law and rules affecting District operations
Organization and key personnel of the District
Principles of office management
Microsoft Windows operating system and related programs
Modern office practices, procedures, and equipment
Sources of information within the District and in the community
Parliamentary procedures
Punctuation, spelling, and grammar
Principles of supervision and training
Budget preparation and maintenance

Ability to:

Supervise, assign, and review the work of others
Interpret rules, regulations, policies, and procedures
Obtain and impart information courteously and accurately
Exercise initiative and judgment and make sound decisions

Observe the confidentiality of the work of the Board Secretariat's Office and Board of Education
Prioritize, coordinate, and work under pressure
Prepare and edit reports and other material
Work effectively with District staff and the public
Compose correspondence on a wide variety of subjects

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university, preferably with a major in business or public administration. Additional qualifying experience as an administrative assistant or secretary to an executive or administrator. may be substituted for the required education on a year-for-year basis provided that evidence of graduation from high school or the equivalent education proficiency is presented.

Experience:

Four years of experience as an administrative assistant or secretary to an executive or administrator. Experience must have included one year supervision experience over clerical staff and budget preparation and maintenance.

Special:

A valid driver's license to legally operate a motor vehicle in the State of California and use of a motor vehicle.

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.

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Transportation
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