

MOTHER LODE UNION SCHOOL DISTRICT
Position Description

TITLE:	Asst. to Supt.	REPORTS TO:	Superintendent
DEPARTMENT:	Confidential	CLASSIFICATION:	Confidential
FLSA:	Exempt	WORK YEAR:	12 months
BOARD APPROVAL:	March 14, 2007	SALARY:	Conf/Supervisory

BASIC FUNCTION:

Perform highly complex and responsible secretarial and clerical duties; perform a variety of administrative assistant responsibilities to relieve the Superintendent of administrative details; coordinate communication and information; interpret policies and regulations to officials, staff and the public.

DISTINGUISHING CHARACTERISTICS:

The Assistant to the Superintendent performs complex secretarial and office functions with little or no supervision for the Superintendent and the Board.

REPRESENTATIVE DUTIES:

Coordinate office activities and communications with schools, events and time lines; maintain the superintendent's calendar; schedule appointments and arrange meetings and conferences; screen visitors and phone calls; make travel arrangements; receive mail, prioritize and distribute. *E*

Provide administrative and clerical support for a complex operation; prepare and maintain a variety of reports, records and files relating to district activities, including negotiations and confidential personnel information. *E*

Collect, compile, organize and coordinate all activities related to the monthly Board meetings. Including, but not limited to: attend Board meetings; take minutes; summarize actions taken for appropriate review; maintain official records of Board meetings; follow up on all items requiring action after Board meeting in accordance with instructions from the Superintendent. *E*

Maintain Board policies, coordinating Board activities and correspondence. *E*

Type from drafts or verbal instructions a variety of materials such as letters, memoranda, requisitions, lists, bulletins, reports and statistical data; type sensitive and private materials. *E*

Communicate with outside groups and special organizations including State-wide organizations in the field of education. *E*

Title: Asst. to Superintendent

REPRESENTATIVE DUTIES: (continued)

Assist in budget planning and control for the Superintendent's office. *E*

Assist in resolving concerns of parents and community members. *E*

Arrange group meetings and transmit confidential or controversial information as appropriate. *E*

Prepare agendas and attend meetings; take, prepare and distribute minutes to administrative staff and the Board as appropriate; maintain files and meeting folders. *E*

Supervise the Office Clerk/Xerox Operator. *E*

Operate a variety of office machines. *E*

Perform a wide variety of problem-solving tasks in support of certificated, classified and management personnel. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by training in office management and four years of increasingly responsible clerical or management experience.

LICENSES AND OTHER REQUIREMENTS:

First Aid Certificate.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE:

Functions and clerical operations of an administrative office.

District organization, operations, policies and objectives.

Applicable sections of the State Education Code and other applicable laws.

Modern office practices, procedures and equipment.

Record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Filing systems, telephone techniques, and letter and report writing, editing and proofreading.

Office computer software including Word, Excel, Presentations, and PowerPoint

Title: Asst. to Superintendent

KNOWLEDGE AND ABILITIES: (continued)

ABILITY TO:

Exercise judgment in relieving the Superintendent of administrative detail within a defined scope of established responsibilities.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Organize complex material and summarize discussions and actions taken in report form.
Compile and prepare comprehensive reports.
Compose correspondence and written materials independently. Maintain a variety of complex and confidential files and records.
Type at 60 words net per minute from clear copy.
Establish and maintain cooperative and effective working relationships with others.
Plan and organize work.
Work confidentially with discretion.
Communicate effectively both orally and in writing.
Understand and follow oral and written instructions. Work independently with little direction.

WORKING CONDITIONS:

ENVIRONMENT:

Office

PHYSICAL ABILITIES:

Sitting for extended periods of time; kneeling, crouching and bending to retrieve files; dexterity of hands and fingers to operate a computer keyboard; hearing and speaking to exchange information in person or on the telephone; seeing to read a variety of materials. May be required to set up recording system and seating for Board meetings.