

CONFIDENTIAL ADMINISTRATIVE ASSISTANT TO
ASSISTANT SUPERINTENDENT OF BUSINESS SERVICES

Purpose Statement

The job of Confidential Administrative Assistant to Assistant Superintendent of Business Services is done for the purpose/s of providing a wide variety of complex and confidential administrative and secretarial support to Assistant Superintendent of Business Services; conveying information regarding District Business Services' functions, processes and procedures; ensuring efficient operation of all assigned support functions; and coordinating assigned projects and site activities.

This job reports to Assistant Superintendent of Business Services

Essential Functions

- Compiles data from a wide variety of sources (e.g., collecting data as requested and required by various governmental agencies, Governing Board, Cabinet members, etc.) for the purpose of preparing reports, making recommendations, and preparing information for assigned administrator.
- Coordinates a wide variety of projects, functions and/or program components (e.g., resolutions, refinancing, travel and accommodations, preparations for District and State conferences, Certificates of Liability, etc.) for the purpose of ensuring completion and execution of District activities and State processes.
- Coordinates a complex variety of meetings and events (e.g., public hearings, Citizen Oversight Committee meetings, serving as secretary to Saugus Hart Community Facilities District Board, coordinating meeting dates, logistics and materials for workshops and seminars, in service meetings, Business sponsored events, etc.) for the purpose of providing optimal planning, processing, communication and implementation.
- Facilitates District Business Services updates (e.g., implements updates for Facilities, Fiscal, Maintenance & Operations, transportation, and Business Departments, etc.) for the purpose of ensuring accurate dissemination of information.
- Implements a variety of processes for Governing Board meetings (e.g., multiple contracts for Facilities and Maintenance & Operations, budget revisions, unaudited actuals, Notice of Completion for Facilities, Agenda Online, etc.) for the purpose of ensuring appropriate preparation for Governing Board review and approval.
- Maintains a wide variety of manual and electronic documents files and records (e.g., budget data, complex employee records, financial records, reports, etc.) for the purpose of providing up-to-date information and historical reference in accordance with established administrative guidelines and legal requirements.

- Monitors a variety of activities on behalf of Assistant Superintendent of Business Services (e.g., program components, meeting arrangements, account balances, etc.) for the purpose of achieving goals and meeting target dates in compliance with established guidelines and regulatory requirements.
- Monitors department budgets for the purpose of maintaining accurate budget including purchase cards and ensuring accuracy of processes in compliance with all District requirements.
- Oversees preparations (e.g., School Facilities Needs Analysis, public hearing preparation, agendas, all media and newspaper postings, etc.) for the purpose of ensuring historical documentation, monitoring preparations and ensuring competent implementation.
- Provides administrative support (e.g., scanning documents for electronic filing, maintaining volunteer lists, screening incoming correspondence, preparing correspondence, handing mail, distributing emails, etc.) for the purpose of ensuring necessary support for Assistant Superintendent.
- Researches a variety of protocols (e.g., current practices, policies, fiscal codes, etc.) for the purpose of providing information, recommendations, and current District, State, Federal policies.
- Responds to a variety of inquiries from internal and external parties (e.g., employees, administration, Governing Board, parents, students, county agencies, state and federal agencies, community citizens, etc.) for the purpose of providing information, facilitating communication among parties and providing direction.
- Supervises ordering, receiving, distribution, inventory of supplies for the purpose of ensuring efficient department operation.
- Supports assigned administrative personnel for the purpose of providing assistance with professional functions and responsibilities.

Marginal Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using job related software applications, preparing and maintaining accurate records; planning and managing projects; and planning and implementing all pertinent activities and events.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-

based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles; business telephone etiquette; office machines; District business processes, regulations, and employee processes; District County, State, and Federal laws pertaining to School District finance; concepts of grammar and punctuation; and office methods and practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; coordinating complex scheduling and implementation of Business processes; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 50% sitting, 25% walking, and 25% standing. This job is performed in a generally clean and healthy environment.

Experience (Minimum): Four years of job-related experience with increasing levels of responsibility is required. Experience in an executive level office, preferably in a school district, is highly desirable.

Education (Minimum): 12th grade completion, plus additional schooling in specialized administrative support training. Community college and/or vocational school degree with study in job-related area is highly desirable.

Equivalency: Training and experience equivalent to 12th grade completion, plus additional schooling in specialized administrative support training.

Required Testing

None Specified

Certificates and Licenses

Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training

Clearances

Criminal Background Clearance

Physical Capacities Test Clearance

Tuberculosis Clearance

FLSA Status

Exempt

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.