

**CARMEL UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION – NON-REPRESENTED/EXEMPT**

POSITION: Administrative Assistant to the Superintendent

RANGE: Administrative Assistant to Superintendent Salary Schedule

Confidential employees are those employees who, in the regular course of their duties, have access to, or possess information relating to, their employer's employer-employee relations. He/she also performs work of a confidential nature for the Board of Education during salary negotiations and at other times during the year.

A. PRIMARY FUNCTION

Serve as confidential Administrative Assistant to the Superintendent and the Governing Board. Manage and supervise all aspects of the creation and posting of Governing Board and Board Committee meeting agendas, including supervising department administrative assistants in this task. Relieve the Superintendent of office and routine administrative details; perform highly complex and responsible clerical and organizational work; work under pressure when necessary; maintain knowledge of all functions of the District; carry out administrative responsibilities as delegated by the Superintendent; maintain general knowledge of the operations of all departments and schools; and perform related work as required.

B. ESSENTIAL FUNCTIONS/EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

1. Support to the Superintendent and Governing Board :
 - a. Manage all aspects of daily office tasks in the Superintendent's office
 - b. Perform a variety of related secretarial and clerical tasks for the Superintendent and Board of Education as necessary
 - c. Schedule, prepare, and supervise assembly and distribution of the Board agenda and related materials
 - d. Prepare and distribute notices, agendas, and supplementary materials related to Governing Board and Board Committee meetings
 - e. Attend meetings of the Governing Board and Board Committees, record and take minutes of the proceedings and business transacted, and create the official report of minutes for review by the Superintendent
 - f. Attend and participate in Cabinet and Administrative Council meetings as directed
 - g. Schedule, coordinate, train, and direct the activities of clerical and other office personnel related to the business of the Office of the Superintendent in order to maximize efficient workflow
 - h. Serve in a liaison capacity between Superintendent's office and Board Members in arranging meetings
 - i. Coordinate and maintain the calendar for the Superintendent
 - j. Schedule and prepare agenda for Administrative Council meetings
 - k. Coordinate review of board policies, maintain Board Rules and Regulations manuals, and update and distribute policies as they are adopted
 - l. Coordinate and implement board elections

- m. Work irregular hours including evenings and weekends as necessary to organize, attend, and assist in governing board regular and special meetings

2. COMMUNICATION

- 1. Create and process letters, newsletters, emails, and other documents independently for the Superintendent
- 2. Interpret, explain, and apply District rules, procedures, and policies as well as legislative regulations
- 3. Effectively communicate in writing and orally with a variety of stakeholders
- 4. Keep the Superintendent apprised of potential problems and concerns expressed by board members, staff, parents, and students
- 5. Create or assist in the creation of communication bulletins to the Governing Board
- 6. Edit and proofread reports, letters, emails, newsletters, and other district publications
- 7. Compose and compile reports in accordance with oral or written instructions
- 8. Transmit orders and decisions of the Superintendent to the various organizational units

3. BUDGET AND RECORD KEEPING

- 1. Monitor designated budgets and expenditures
- 2. Prepare purchase orders and supply requisitions
- 3. Process mileage claims
- 4. Maintain official files of agendas, minutes, resolutions, and tape recordings of all regular meetings, special meetings, and study sessions of the Board of Education
- 5. Maintain administrative files and records pertaining to the Office of the Superintendent
- 6. Maintain Board by-laws, Board Policies, and Administrative Regulations
- 7. Maintain historical record of the Governing Board
- 8. Coordinate annual conflict of interest reporting by the Superintendent and Governing Board

C. QUALIFICATIONS

- 1. Education and Experience
 - a. Any combination of education, training, or experience that demonstrates ability to perform the duties as described
 - b. Four years of administrative assistance experience, preferably in a school setting
 - c. AA or BA in Business Administration strongly preferred
- 2. Knowledge of:
 - a. Modern office methods, practices, and procedures, including filing systems, receptionist and telephone techniques, business forms, letter and report writing, proofreading, and office equipment and technology
 - b. Basic School District functions, policies, rules, and regulations
 - c. General finance, budgeting, and accounting practices and principles
 - d. California Education Code, Government Code, Elections Code, and other related laws
 - e. Brown Act requirements and Robert's Rule of Order
 - f. Principles of online/electronic research
 - g. Applicable software applications such as Agenda Online, GAMUT, etc.

3. Ability to:
 - a. Maintain confidentiality of privileged and sensitive information
 - b. Exercise good judgment in recognizing scope of authority and take responsibility for performance of duties
 - c. Perform complex and critical work independently with minimal instructions and in accordance with established procedures
 - d. Effectively coordinate and supervise a variety of complex, technical functions requiring extensive independent decision making within established rules, policies, and procedures
 - e. Lead and direct the work of other clerical and administrative assistant staff; set priorities, define tasks, and create timelines in order to complete tasks in a timely manner
 - f. Establish and maintain cooperative relationships with administrators, teachers, other employees, and the general public; deal effectively with a wide variety of personalities and situations requiring diplomacy and poise
 - g. Type/keyboard at a rate of not less than 50 words per minute from clear copy
 - h. Use correct English usage, spelling, grammar, and punctuation
 - i. Operate a variety of office equipment including a computer, copy machine, video/audio recorders, etc.

D. PHYSICAL REQUIREMENTS

Incorporated within one or more of the essential functions of this position are the following essential physical requirements:

1. Ability to see for purposes of reading instructions, labels, and other printed matter and for the safe operation of equipment
2. Ability to hear and understand speech at normal levels in person and/or on the telephone
3. Ability to communicate so others will be able to clearly understand a normal conversation in person and/or on the telephone
4. Ability to operate computer, calculator, copy machine, telephone and other office equipment with dexterity and in a safe and efficient manner
5. Ability to routinely lift/carry office supplies and printed materials weighing up to 25 pounds, and occasionally up to 50 pounds with assistance
6. Physical mobility sufficient to move about the work environment (office, district, between school sites) for sustained periods of time on hard flooring, stairs, and ramps, and to respond to emergency situations
7. Physical agility sufficient to sit, stand, kneel, walk, push/pull, squat, twist, bend, and stoop, and to reach in all directions including overhead

E. WORKING CONDITIONS

Office working environment subject to sitting at a desk for long periods of time, bending, crouching, or kneeling to access files from ground level to 4.5 feet above the ground, pushing/ pulling of file drawers, reaching in all directions, and working at a computer and/or telephone for prolonged periods of time

REVISED: 01/01/95 - 7/1/09 Confidential range IV to Confidential range II
08/15/2018 Move to separate salary schedule
Board Approved: 8/15/18