



HUNTINGTON BEACH CITY SCHOOL DISTRICT

Administrative Assistant to Superintendent

Established date: 5/1/1995

Revision date: 3/15/2016

GENERAL PURPOSE

Under the direction of the District Superintendent, provide administrative assistance to the Superintendent for the coordination of routine and detail of the Superintendent's office and to serve as liaison between the Superintendent and the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Perform a variety of effective communications activities; produce parent newsletter involving developing themes, researching and writing articles, scheduling production, and monitoring cost and distribution; research and write District news releases; develop and prepare related reports as assigned; assist various schools with building their own public image; publicize district educational objectives and activities.
2. Perform a variety of effective public relations activities; work independently with parents to resolve complaints; coordinate efforts of Superintendent and staff; promote and present positive District, Superintendent, and Board image to the public; maintain two-way communication with local media and report fully and promptly; act as Superintendent's designee as directed.
3. Supervise staff including setting objectives and evaluating performance; encourage and provide opportunities for professional growth; provide assignment of secretarial tasks including preparation and distribution of Board agenda materials.
4. Participate in various Cabinet and Management Team meetings of the Certificated Circle; record and coordinate follow-up activities with the Superintendent's staff; interact with Board, staff, parents and community groups for the Superintendent.
5. Participate in development activities including assisting in the preparation to meet the needs of the position through the acquisition of human and technical skills and work habits; attend conferences, seminars and professional readings as required.
6. Schedules meetings as required; arranges room reservations and distributes notices; takes minutes and disseminates copies; attends workshops and meetings as required.
7. Prepares and processes complex materials which require the analysis of source material and a thorough familiarity with policies, procedures, terminology, and applicable laws in order to obtain the necessary data and assure timely submission.
8. Compiles a variety of narrative, financial, and/or statistical reports, locating sources of information, devising forms to secure data, and determining proper formats for finished reports.
9. Designs forms and seek improvements in procedures; participates in the reorganization of work procedures and assignments resulting from policy or legislative changes.
10. Prepares and composes correspondence, statistical data, and reports as required.
11. Monitor the Superintendent's department budget and recommend transfers as indicated.
12. Perform projects as assigned by the Superintendent.
13. Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Basic computer operation.
2. Modern office practices, procedures and equipment.
3. Correct English usage, grammar, spelling, punctuation and vocabulary.
4. Correct oral and written usage of English.
5. Public speaking techniques.

6. Interpersonal skills using tact, patience and courtesy.

Ability To:

1. Operate a computer terminal to enter data, maintain records and generate reports.
2. Type a minimum speed of 60 words per minute.
3. Understand and follow oral and written instructions.
4. Develop and maintain records and files and devise improvements as necessary.
5. Maintain confidentiality of information as necessary.
6. Establish and maintain cooperative and effective working relationships with others.
7. Perform complex or varied tasks.
8. Interact with Board members and direct questions to appropriate departments.

Education, Training, and Experience:

Any combination equivalent to: graduation from high school including coursework in office practices and procedures and five years of broad, varied and increasingly responsible experience in secretarial/administrative work. Preference will be given to candidates with two years of college or advanced secretarial coursework. Preference in employment will be given for experience in public education. Preference in employment will be given for experience in a supervisory capacity and wide contact with the public.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, handle, feel, or operate objects, tools, or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 30 pounds unaided.

Specific vision abilities required for this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information, and documents; uses basic math; observes and interprets people and situations; learns and applies new information and skills; performs highly detailed work; and interacts with others encountered in the course of work, including frequent contact with customers and/or the public and dissatisfied/abusive individuals.

WORK ENVIRONMENT

The employee works in an office environment where the noise level is usually moderate.