



HUNTINGTON BEACH CITY SCHOOL DISTRICT

Administrative Services Assistant

Established date: 01/01/2013

Revision date: 8/30/2016

GENERAL PURPOSE

Under the direction of the Assistant Superintendent of Administrative Services, coordinate routine daily operational functions of the Administrative Services office.

DISTINGUISHING CHARACTERISTICS

The Administrative Services Assistant performs a wide variety of office and administrative support functions for the Assistant Superintendent of Administrative Services and District staff. The position requires knowledge of District rules, policies, and procedures. Assigned work requires the use of initiative and judgment, as well as multi-tasking, in selecting appropriate work methods, understanding and applying information, and interacting with and handling routine to non-routine questions, complaints, and problems based on knowledge gained through experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Coordinate and supervise attendance accounting procedures.
2. Interpret and provide information on district policies, procedures, education code, attendance and enrollment, and federal and state regulations.
3. Maintain worksheets of instructional minutes for all school sites based on bell schedules and district calendars.
4. Conduct special studies and surveys on Administrative Services related issues and prepare reports.
5. Administrator for the district website for Administrative Services.
6. Monitor timelines, reporting, and various levels of district compliance related to federal and state accountability.
7. Maintain records related to aspects of the Administrative Services Department; prepare correspondence, reports, and presentations as required.
8. Maintain records and take minutes for various Administrative Services Department meetings and activities.
9. Coordinate and administer processes for facility use agreements and assignment of district field usage for community groups.
10. Supervise district office custodian services.
11. Submit and monitor district office work orders for facility repairs.
12. Coordinate process for reporting of property and liability claims, including student accidents, vehicle accidents, property damage, and accidents involving community members.
13. Make arrangements for department meetings and conferences; arrange appointments and reservations; maintain calendars; prepare materials for staff development meetings.
14. Collaborate and communicate with various district departments and school sites and with federal, state, and county agencies and individuals.
15. Prepare Administrative Services procedures and create and develop an Administrative Services Procedures Handbook.
16. Perform projects as assigned by the Assistant Superintendent of Administrative Services.
17. Coordinate and administer process for all inter-district enrollment transfers.
18. Monitor School Site Safety Plan completion.
19. Attend conferences and participate in professional development activities as relevant.
20. Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles and practices of administrative services program administration.
2. Record-keeping techniques.
3. Correct English usage, grammar, spelling, punctuation and vocabulary.
4. Applicable sections of the State Education Code and other applicable laws.
5. District organization, operations, policies and objectives.
6. Interpersonal skills using tact, patience and courtesy.
7. Principles of training, providing work direction, supervision and administration.
8. Technical aspects of field of specialty.

Ability to:

1. Communicate effectively using tact and diplomacy.
2. Work cooperatively with others.
3. Establish and maintain cooperative and effective working relationships with others.
4. Maintain records and prepare reports.
5. Compile and verify data and prepare reports.
6. Operate various office machines.
7. Understand and operate a variety of computer programs.
8. Work with multi task assignments and finish in a timely manner.
9. Train, supervise and evaluate personnel.
10. Read, interpret, apply, and explain rules, regulations, policies and procedures.
11. Maintain current knowledge of program rules, regulations, requirements and restrictions.
12. Analyze situations accurately and adopt an effective course of action.
13. Work confidentially with discretion.
14. Take shorthand at 90 words per minute preferred.
15. Type at 60 words net per minute from clear copy.

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 advance 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.

Licenses; Certificates; Special Requirements:

Some assignments may require a valid California Class C driver's license and the ability to maintain insurability under the District's vehicle insurance program.

Successful completion of a comprehensive background investigation including a review of employment history, criminal conviction record and fingerprinting is required.

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 class. 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 math and mathematical reasoning; observes and interprets people and situations; learns and applies new information and skills; performs highly detailed work; deals with constant interruptions and multiple concurrent tasks; 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 moderate.