CHICO UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE ASSISTANT

DEFINITION
Under direction, to perform a variety of highly responsible, confidential and complex administrative and secretarial duties in support of assigned executive administrative and management staff; to plan, organize and oversee support activities and operations of the assigned office; and to provide information and assistance to students, faculty, staff and the general public.

SUPERVISION EXERCISED
May exercise technical and functional supervision over clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES
- Participate and assist in the administration of the assigned executive administrative and management staff's office; plan, organize and oversee activities and operations associated with the office; relieve administrator of a variety of complex and routine administrative and technical details.
- Serve as initial contact/resource person for the assigned executive administrative and management staff's office; screen calls, visitors and mail; respond to sensitive requests for information and assistance; interpret policies, rules and regulations in response to inquiries and complaints; resolve concerns and complaints; refer inquiries as appropriate.
- Organize the flow of communication through the assigned executive administrative and management staff's office in an efficient and effective manner with District personnel, students, news media, the general public and other agencies.
- Perform the full range of secretarial duties for the assigned executive management staff and other administrators; type and assemble reports, manuals, correspondence and other materials; independently respond to letters and general correspondence; compose and prepare letters, memoranda and reports pertaining to standard policies.
- Maintain calendars for assigned executive administrative and management staff; coordinate activities with other District departments, divisions, the general public and outside agencies; arrange locations and logistics for meetings; arrange travel and hotel accommodations.
- Record and transcribe minutes at various workshops and conferences as assigned; prepare and distribute meeting notices, agendas and minutes.
- Collect, compile and analyze information from various sources on a variety of specialized topics related to programs in assigned area; prepare documents and reports which present and interpret data; research and recommend department policies, procedures and programs.
- Initiate and maintain a variety of administrative files and records for information related to the assigned programs; process necessary forms and paperwork; maintain and update resource materials.
- Assist in preparing and monitoring assigned budgets, compiling annual budget requests, recommending expenditure requests for designated accounts and monitoring approved budget accounts.
- Participate in supervising and training assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies.
- Plan, coordinate and review the work plan for assigned staff; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review work products, methods and procedures.
- Perform special projects and assignments as requested; serve on and maintain records for committees as assigned.
- Attend and participate in staff meetings and in-service activities; attend workshops, conferences and classes to increase professional knowledge and to stay abreast of new additions and amendments to District policy and regulations.
- Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS
Knowledge of:
- Modern principles and practices of office management.
- Principles and practices of fiscal, statistical and administrative data collection and report preparation.
- Basic principles of supervision and training.
- Modern office procedures, methods and equipment, including computer equipment.
- Principles of business letter writing.
- Practices used in minute taking and preparation.
- Principles and procedures of record keeping.
- Principles and practices of data collection and report preparation.
- Techniques used in public relations.
- Word processing methods, techniques and programs, including spreadsheet and data base applications.
- Basic accounting and purchasing procedures.
- Basic mathematical principles.
- English usage, spelling, vocabulary, grammar and punctuation.
Skill to:
- Operate modern office equipment, including computer equipment.
- Type or operate a keyboard at a level proficient for successful job performance.

Ability to:
- Learn the operations, services and activities of the District.
- Learn, interpret and apply pertinent laws, codes and regulations, including administrative and departmental policies and procedures and applicable sections of the Education Code.
- Perform responsible and difficult administrative and executive secretarial work involving the use of independent judgment and personal initiative.
- Understand the organization and operation of the assigned office and the District as necessary to assume assigned responsibilities.
- Independently prepare correspondence and memoranda.
- Compile and tabulate data and information and prepare summaries and reports.
- Maintain and prepare complex, extensive and confidential records and reports.
- Participate in supervising and training assigned staff.
- Perform accurate mathematical computations quickly and accurately.
- Analyze situations carefully and adopt effective courses of action.
- Plan and organize work to meet schedules and timelines.
- Work effectively and efficiently under pressure with constant interruptions.
- Respond to requests and inquiries for information regarding District policies and procedures.
- Meet and deal tactfully and effectively with the public.
- Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:
Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:
- Four years of increasingly responsible administrative secretarial support experience which included decision making responsibilities and exercising of independent judgment. Experience in a school district is highly desirable.

Training:
- Equivalent to the completion of the twelfth grade supplemented by specialized training in office practices, business administration or a related field.

Special Requirements:
Essential duties require the following physical skills and work environment:
- Ability to work in a standard office environment.

PC - March 1998, July 2012