

DIXON UNIFIED SCHOOL DISTRICT
Job Description

TITLE: Administrative Specialist

CLASSIFICATION: Confidential

REPORTS TO: Assistant Superintendent,
Business Services and Operations

SALARY SCHEDULE: Confidential

WORK YEAR: 12 Months

BOARD APPROVAL: 03/16/2017
BOARD REVISION:

PRIMARY FUNCTION: Under general supervision of the Assistant Superintendent of Business Services and Operations, performs a variety of complex administrative, technical and clerical support responsibilities to functions in the division.

RELATIONSHIP TO STUDENT ACHIEVEMENT: This position supports student achievement by contributing to an organized District Office environment, maintaining positive public relations, and improving the flow of communications and information for the Assistant Superintendent and District Cabinet.

SUPERVISION OVER: Not Applicable.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but to accurately reflect the primary job elements. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

- Supports division Administrators for the purpose of providing assistance to their administrative functions;
- Prepares written materials, e.g. brochures, newsletters, etc., for the purpose of conveying information regarding division and/or district activities and/or procedures;
- Composes documents, e.g. correspondence, Board agenda items, agendas, minutes, memoranda, reports, contracts and other documents for the purpose of communicating information to district personnel, the public, governmental officials, etc.;
- Attends a variety of meetings and negotiation sessions as needed to take and transcribe minutes;
- Using modern office equipment, from rough drafts or verbal instructions, processes correspondence, agendas, minutes, memoranda, reports, contracts and other documents, for the purpose of disseminating information to appropriate parties;
- Oversees and coordinates Division activities for the purpose of maximizing efficiency of the workforce and meeting operational requirements;
- Evaluates situations and issues involving district employees, parents, the public, etc., for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution;
- Receives complaints and determines whether to initiate action to resolve the problem or to refer to appropriate person;
- Responds to telephone/in-person inquires of staff, the public, parents, governmental officials/representatives, private enterprise, etc., for the purpose of providing information and/or direction;
- Acts as liaison and coordinates with professional firms, agencies, and services;
- Screens mail and independently answers inquiries for information;

- Arranges meetings and notifies participants; prepares agenda and materials; records minutes, transcribes and distributes as required/directed;
- Processes administrative details not requiring the immediate attention of assigned administrator;
- Coordinates division activities acting as contact and reference source for the purpose of conveying information and meeting appropriate timelines;
- Coordinates the preparation and distribution of contract agreements, as needed;
- Gathers data from a variety of sources; compiles informational/statistical reports in accordance with general written and/or oral instructions; makes mathematical calculations;
- Initiates and/or coordinates the revision of forms and documents used in the operational management of the office to ensure up-to-date requirements;
- Requisitions, receives, stores and distributes supplies and office materials; oversees the maintenance of materials and equipment inventory;
- Provides work direction and guidance to clerical assistants and student workers for the purpose of maximizing workflow and training;
- Performs a variety of special studies/projects requiring the organization and identification of sources of information, the composition of correspondence, the organization and compilation of statistics for the purpose of conveying accurate information to appropriate parties;
- May provide analyses or recommendations to management based upon data collection;
- Monitors assigned activities, critical timelines, etc., for the purpose of ensuring compliance with financial, legal and/or administrative requirements;
- May attend evening meetings/events for the purpose of providing assistance to the administrative functions of division Administrators;
- Assists in the preparation of confidential employer/employee relations materials and other data needed for negotiations, grievances and discipline with certificated and classified personnel;
- Notifies district administrators of evaluation timelines and monitors the receipt of documents;
- Assists with hiring, processing and coordination of substitute staffing and related absence tracking software;
- Assists other office personnel as needed/required for the purpose of providing support and backup for their assignments and/or coordinating work activities; and
- Performs other duties as assigned that support the overall objective of the position

TRAINING, EDUCATION, AND EXPERIENCE:

- Associate Degree or a minimum of 60 units from a WASC accredited college or university with major emphasis in Business/Business Administration OR an equivalent combination of experience and education from which comparable knowledge, skills, and abilities have been achieved.
- Bilingual in English and Spanish highly desirable.
- Prior experience working in a school district setting preferred.

LICENSES AND OTHER REQUIREMENTS:

- May require a valid California Driver's License, insurable status by the District's carrier, and access to a personal vehicle in some cases.
- Fingerprint/criminal justice clearance.
- Possession of a negative TB risk assessment certificate and, if risk factors are identified, a negative TB examination, that is no more than 60 days old and renewable at least once every four years.

KNOWLEDGE AND ABILITIES: The following outline of essential knowledge, abilities, and physical requirements is not exhaustive and may be supplemented as necessary in accordance of the job.

KNOWLEDGE OF*:

- Functions and secretarial operations of a school district and administrative office.
- District and school policies.
- Applicable laws, codes and regulations.
- Modern office practices and procedures.
- Correct English usage, composition, grammar, spelling, and punctuation.
- Oral and written communication skills.
- Public relations techniques.
- Business letter and report writing, editing and proofreading.
- Basic mathematical skills.
- Financial record-keeping techniques.
- Basic budgeting practices regarding monitoring and control.
- Methods of collecting and organizing data and information.
- Computer procedures, software, and applications.

**Candidates should have a firm working knowledge of these concepts, practices, and procedures and the ability to use them in varied situations.*

ABILITY TO*:

- Perform highly responsible and confidential administrative support services.
- Plan, coordinate and organize office activities, public relations and the flow of communication and information for the division.
- Deal effectively and responsibly with personnel matters requiring diplomacy, friendliness, poise and firmness. Organize complex material and summarize discussions and actions taken in report or minutes form
- Exercise discretion, initiative and sound judgment.
- Establish priorities to plan and coordinate projects.
- Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
- Develop and maintain complex and confidential files, records and organizational systems.
- Communicate effectively both orally and in writing.
- Understand and resolve issues, complaints or problems/
- Compose effective correspondence and written materials independently or from oral instructions.
- Maintain financial records pertaining to clerical accounting duties.
- Compile and verify data to prepare comprehensive reports concerning a broad spectrum of subject matter.
- Operate a variety of office equipment including a computer and assigned software.
- Make mathematic calculations with speed and accuracy.
- Demonstrate proficiency in keyboarding and typing.
- Analyze situations and suggest appropriate action(s).
- Maintain confidentiality of privileged information obtained in the course of work.
- Exercise caution and comply with health and safety regulations.
- Provide service and assistance to others using tact, patience, and courtesy.
- Give, understand and carry out multi-step oral and written instructions.
- Form and maintain cooperative and effective working relationships with others.
- Sustain productivity with frequent interruptions and attention to deadlines.
- Maintain consistent, punctual, and regular attendance.
- Work both independently with little direction and as a part of a team.
- Meet District standards of professional conduct as outlined in Board Policy.

**Candidates should have fundamental working knowledge of these concepts, practices, and procedures, and the ability to apply them in varied situations.*

WORKING CONDITIONS:

PHYSICAL DEMANDS (*With or without the use of aids*)*:

- Work is performed while in a stationary position for extended periods of time.
- Work is performed while moving about the office to utilize office equipment, etc.
- Work is performed while positioning self to access files and supplies.
- Work is performed while moving supplies weighing up to 20 pounds across the office.
- Requires the ability to communicate effectively with staff, students, parents, and community members.
- Requires the ability to detect information displayed on a computer screen and read documents.
- Requires the ability to operate a computer keyboard or standard office equipment.

**Consideration will be given to qualified disabled persons who with reasonable accommodation can perform the essential functions of the job.*

SAMPLE ENVIRONMENT: Indoor office setting where employees are protected from weather conditions or contaminants; occasional temperature changes; exposure to usual office sounds, dust, and possible odor of perfume or room deodorizer; potential exposure to blood, blood-borne pathogens, bodily fluids, communicable diseases, chemicals, antiseptics, and disinfectants.