



### **Classification Summary**

Provide a variety of complex administrative support and assistance in relieving an executive administrator of administrative details pertaining to operational management and coordination of programs and services. Administrative tasks include areas of budget administration, human resource management, program planning and administration, and policy and procedure compliance. Perform related administrative and management assistance work as required.

### **Supervisory Relationships**

Reports to, and works under general direction and guidance of, an executive administrator of the district. May provide technical and program coordination to other support staff.

### **Distinguishing Characteristics**

1. Positions in this classification are distinguished by the reporting relationship to an executive administrator of the District. Incumbents provide administrative support assistance pertaining to policies, legal issues and program details or regulations supporting the objectives of various departmental services.
2. Incumbents in positions of this classification are delegated authority to speak on behalf of the executive on matters of policy within the limits specified by the executive. As such, greater latitude for exercising independent judgment, analysis, and freedom to act or resolve problems are characteristics of this classification. In addition, positions in this classification provide administrative assistance within a variety of areas including budget preparation and management and sensitive personnel related issues.

### **Examples of Duties**

(Any one position may not include all of the duties listed nor do the listed examples include all tasks found in positions of this classification.)

1. Provide budget and fiscal management assistance by compiling and recording financial documents, reviewing budget forms and expenditures for compliance with policies and procedures, calculating, analyzing and forecasting expenditure trends, and recommending solutions to fiscal discrepancies.
2. Conduct program and policy research and provide summaries and recommendations as to findings. Collect and synthesize appropriate data and information corresponding to research.
3. Maintain personnel records, documents, and dispositions, including those of a sensitive and confidential nature.
4. Review external and internal policies, legal requirements, and administrative procedures to relieve an executive of program details. May independently respond to requests for information.
5. Compile, assimilate, and coordinate the assimilation of data and information relieving an executive of the daily details associated with planning and program implementation and evaluation.
6. Communicate and interact with parents, students, administrators, and general public pertaining to policies, program requirements, and documentation. Attempt to resolve problems.
7. Draft, compose and otherwise develop internal and external written communications for the executive through general direction and/or communication outlines. May require transcription of recorded communication.
8. Perform related secretarial work as required, such as scheduling and coordinating meetings, preparing and compiling documents in preparation for meetings, maintaining sensitive materials, and responding to telephone inquiries.
9. Maintains regular and prompt attendance.
10. Performs other related duties as assigned.

**Required Knowledge, Skills and Abilities**

1. Demonstrated knowledge of office management principles, practices, and systems.
2. Demonstrated skills in typing (80 wpm minimum) and the use current office technology and equipment (e.g., computer systems, fax, copiers, etc.)
3. Knowledge of English grammar, spelling and composition. Ability to transcribe from recorded messages and direction.
4. General knowledge of clerical accounting principles and practices, and budget management and expenditure forecasting.
5. Analytical skills and abilities in conducting administrative research and interpreting/communicating program policies, requirements, and procedures.
6. General knowledge of District policies and procedures impact on the program or programs assigned.
7. Familiarity with specific policies, practices and procedures of the program assigned to. Ability to interpret and comply with specific program or functional policies and practices.
8. Excellent interpersonal communication skills and ability to work effectively with parents, students, and the general public.
9. Ability to anticipate program or organizational needs, and work independently without direct supervision. Ability to perform work with only general direction and a statement of objectives.
10. Ability to distinguish sensitive information and files, and maintain confidentiality of information.

**Minimum Qualifications for Class Entry**

1. Considerable and progressively responsible secretarial experience which included 3 years at the administrative secretarial level.
2. Graduation from a senior high school or equivalent; post-secondary education and training in secretarial office management strongly preferred.