

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

11/13	ADMINISTRATIVE ASSISTANT 2	2.3.2
Effective Date	Job Title	Index

PURPOSE

Improving student achievement by performing a variety of highly responsible administrative duties involving such activities as research, development and documentation of projects and assignments that require advanced journey level technical knowledge in an assigned area of responsibility.

CLASS CHARACTERISTICS

This is an advanced journey level class in the Administrative Assistant series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including performing duties that require a higher level of technical knowledge and/or providing work coordination of assigned personnel. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from an assigned supervisor. Methods of performing tasks are the responsibility of the employee and are to be performed within the established policies. Work is reviewed only periodically to assure compliance to standards and measured results.

Exercises functional and technical supervision over assigned clerical personnel. May train new personnel in District practices and procedures.

ESSENTIAL FUNCTIONS OF THE JOB - May include, but are not limited to, the following:

NOTE: Actual job duties may vary based on department and/or function, e.g., Human Resources, Student Services, Executive Administration.

Planning, coordinating and reviewing the work of assigned clerical personnel; recommends alternatives to current office systems and procedures.

Conducting complex studies, research, and evaluations pertaining to administrative problems, projects, and assigned area of responsibility.

Compiling, analyzing, and evaluating data and preparing estimates, statements, and reports based on such data.

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Participating and representing the District or department on committees and task forces; provides technical assistance as necessary.

Assisting management in special projects and programs; researches and develops preliminary analysis and recommendations.

Interpreting and applying rules, policies, procedures, and regulations affecting assigned area of responsibility.

Serving as a resource to and liaison between the supervisor and other employees and the general public, local agencies and legal counsel while maintaining confidentiality.

Coordinating operations of an assigned unit or program area.

Assisting in the evaluation of employees in lower classifications.

May arrange and organize meetings and training sessions as necessary.

Performing related duties consistent with job description and assignment.

Providing leadership to school personnel on project budgets and district timelines.

Performing audits of travel and other fiscal documents and preparing travel and other fiscal documents for payment. Making travel arrangements.

Possible monitoring of grant funds and expenditures.

Maintaining regular and consistent attendance and punctuality.

Performing related duties consistent with job description and assignment.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of school administration and management including budgeting.

Statistical and analytical methods and techniques.

Principles and practices of research, problem solving, and program evaluation.

Principles and practices of work organization and simplification.

Principles and practices of planning, coordinating and reviewing the work of others.

Pertinent rules, policies, procedures, and regulations affecting assigned area of responsibility.

Ability to:

Research, compile and analyze complex technical information and to prepare narrative and statistical reports

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Exercise independent judgment in making technical and procedural decisions regarding work organization and assignment, work methods, and work products

Assist in formulating and implementing technical and procedural policies and practices

Assist in developing short and long range goals and objectives

Plan, organize, and direct the flow of work within a large office with a high volume of work

Monitor budgets, prepare reports on budget activities and make budget projections on major elements of District budget. Prepare complex technical reports

Operate a computer terminal to enter, revise, and retrieve information and to formulate methods of collecting and presenting information; and to generate complex reports. Know and be able to use all district specific computer programs (i.e., SASI, Munis, Recruit and Hire)

Analyze and resolve technical and procedural problems and develop and implement plans and procedures

Develop and maintain procedural systems and controls

Evaluate and establish work priorities

Coordinate the work of others and assist in evaluating the performance of employees

Establish and maintain effective working relationships with those contacted in the course of work

Communicate clearly and concisely, both orally and in writing

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is appropriate. A representative way to obtain the knowledge and abilities would be:

Experience:

Three years of responsible analytical and technical program support experience.

Training:

Equivalent to an Associate's degree from an accredited college or university with major course work in business, public administration, education or a related field.

Work Environment

Climate controlled office settings and exposure to minimal noise intensity levels.

Moderate to high level of contact with district personnel and outside agencies/community depending on job assignment.

Physical Requirements

Frequent reaching, handling, fingering, talking and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Sedentary/Medium – Exert force to 10-25 lbs. frequently, and up to 10 lbs. constantly or a negligible amount of force frequently to lift, carry, push, pull or move objects.

Salem-Keizer School District is an equal opportunity employer.

Position: Administrative Assistant 2

I am willing and able to perform the duties of this job:

Signature: _____ Date: _____

Print Name : _____