

DEL MAR UNION SCHOOL DISTRICT

CLASS TITLE: EXECUTIVE ASSISTANT, BUSINESS SERVICES

BASIC FUNCTION:

Under the direction of the Assistant Superintendent of Business Services, serve as a confidential executive assistant to the Assistant Superintendent of Business Services, relieving the Assistant Superintendent of a wide variety of highly independent, difficult, and complex administrative support services in the office of Business Services Department.

REPRESENTATIVE DUTIES:

- Receive, respond to or route inquiries from staff, parents and the community; compose, type, and edit letters to parents, staff, and agencies pertaining to department issues.
- Provide information concerning district policies, procedures, and programs as needed; communicate effectively with parents, the public and District personnel and members of the Board of Trustees orally and in writing.
- Prepare deposits, prepare spreadsheets, and perform basic accounting tasks.
- Communicate with vendors to obtain pricing and other relevant information; discuss purchasing options and other cost-saving measures; order materials; prepare purchase order requisitions and input into San Diego County Office of Education Fiscal Information System.
- Type, edit, and compose letters, memoranda, bulletins, reports, schedules, lists, agendas including complex and technical documents, correspondence, special reports and other materials from copy, rough draft, or verbal instructions.
- Research and compile a variety of information; compute statistical information for various federal, State and District reports; process and evaluate a variety of forms related to assigned functions.
- Maintain calendars; coordinate Business Services Department schedules and communicate with others regarding meetings, appointments, and other activities.
- Prepare materials and make arrangements for meetings and professional learning including, making travel arrangements; posting information on District website; securing and arranging meeting rooms; preparing presentations, such as PowerPoint.
- Assist in preparing board agenda items and board reports as well as electronic board presentations for the Business Services Department.
- Plan and organize office procedures.
- Receive, screen, and route mail, email, and telephone calls for the Business Services Department.
- Train and provide work direction to office staff as assigned; provide input during performance evaluations as requested.
- Operate a computer, assigned software, and database systems; operate a telephone, copier, facsimile, calculator, and other office equipment as needed; arrange for repair and maintenance of equipment as needed.
- Perform other work-related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- District policies, laws, rules, and regulations related to functions of the Business Services office.
- Principles and practices of training and providing work direction to others.
- Agenda preparation and distribution techniques
- Interpersonal skills using tact, patience and courtesy.
- Letter and report writing, editing and proofreading.
- Data management.
- Storage and retrieval systems.
- Modern office practices, procedures and equipment.
- Record-keeping and filing techniques.
- Computer operations and related software applications, including familiarity with Microsoft Suite and Google Apps
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Telephone techniques and etiquette.
- Oral and written communication skills.
- General school and/or district office practices.

ABILITY TO:

- Manage the Business Services Department.
- Provide secretarial assistance to the Assistant Superintendent, Business Services
- Compose correspondence and work independently with little supervision.
- Maintain records and prepare reports.
- Communicate effectively both orally and in writing.
- Serve as a liaison between students, staff, parents, District personnel and the community.
- Operate a computer and a variety of office machines and equipment.
- Learn, in a short amount of time, the SDCOE Fiscal and Student Information Systems; laws, codes, regulations, terminology, practices and procedures related to the assignment; District organization, operations, policies and objectives.
- Establish and maintain effective working relationships with others.
- Understand and follow oral and written directions.
- Prioritize and organize tasks.
- Meet schedules and timelines.
- Perform duties effectively with many demands on time and constant interruptions.
- Work confidentially with discretion.

EDUCATION AND EXPERIENCE:

Bachelor's degree preferred; Any combination of education, experience, and/or training equivalent to a bachelor's degree in business, public administration, communications or related field and three years of experience in providing executive level administrative support to a leader of a public or private organization, preferably in a school or school district setting.

WORKING CONDITIONS:**ENVIRONMENT:**

- Office environment.

- Constant interruptions.

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials.
- Bending at the waist, kneeling or crouching to file materials.
- Sitting or standing for extended periods of time.

TERMS OF EMPLOYMENT:

Valid Driver's License, Criminal Justice Department and Federal Bureau of Investigation Fingerprint Clearance, Physical and TB Clearance. Fingerprints and physical will be at district expense and must be obtained at district contracted facility.

SALARY:

Placement on the Classified Confidential Salary Schedule.