

ADMINISTRATIVE ASSISTANT - TECHNOLOGY

BASIC FUNCTION:

Under the direction of a district administrator, perform a variety of technical, statistical, data manipulation, student data studies, administrative assistance and support functions to relieve the administrator of administrative detail; coordinate the overall operations of the assigned office.

REPRESENTATIVE DUTIES:

- Coordinate data collection, maintain and generate a variety of state and federal reports; distribute reports to appropriate agencies and site or district staff. **E**
- Maintain and update district web page using a variety of network administrative software. **E**
- Independently compose letters, memoranda and bulletins as directed. **E**
- Coordinate the assigned office acting as primary contact and reference source for staff, parents and the public; provide information over the phone or in personal contacts. **E**
- Prepare expulsion packets, schedule hearings; copy, distribute and mail information to appropriate parties, and perform related expulsion hearing follow-up duties. **E**
- Prepare Board agenda items and perform related follow-up duties. **E**
- Maintain technology systems physical and electronic documentation for major projects. **E**
- Maintain and update federal and state mandated test results data archives. **E**
- Attend meetings, take minutes, distribute information and update files and records as applicable. **E**
- Type forms and reports, including staff evaluations; maintain confidentiality of sensitive information. **E**
- Schedule and coordinate meetings, appointments and conferences for the administrator; make travel arrangements as needed. **E**
- Requisition, receive, store and distribute departmental supplies and office materials; maintain departmental materials and equipment inventory. **E**
- Coordinate and order telephony services and installations. **E**
- Maintain, review and monitor department budget reports and projections. **E**
- Maintain student information systems forms and supplies. **E**
- Maintain department administrative files. **E**
- Provide support and information to staff, students and the public. **E**
- Operate various computers and software systems, printers, copiers, facsimile, scantron, and other office machines or equipment as assigned. **E**
- Perform related duties as assigned.

KNOWLEDGE OF:

Methods and procedures of operating computers, software applications and peripheral equipment.

Principles and practices of data processing, entry and control functions.

Basic networking technologies and telephony.

Record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Modern office practices, procedures and equipment.

Policies and objectives of assigned department.

Applicable sections of State Education Code and other applicable laws.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Adjust to frequent changes in state or district policies (flexibility).
Perform a variety of complex and technical clerical work involving use of independent judgment with accuracy and speed.
Perform technical duties in the maintenance and generation of various records and reports.
Detect errors in printed output and troubleshoot query problems.
Maintain records and prepare reports for District, State and Federal compliance.
Determine appropriate action within clearly defined guidelines.
Work independently with little or no direction.
Understand, interpret and apply programs, policies, rules, objectives and written directions.
Compose correspondence independently.
Perform duties effectively with many demands on time and constant interruptions.
Type 50 wpm net from clear copy; original certificate dated within 6 months is acceptable.
Make arithmetic calculations quickly and accurately.
Establish and maintain cooperative, positive, effective working relationships with diversified staff and general public.
Plan and organize work effectively, meet schedules and timelines.
Work confidentially with discretion.
Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Graduation from high school supplemented by any combination equivalent to: course work in secretarial science or related field and four years of increasingly responsible experience involving extensive use of computer databases.

WORKING CONDITIONS:

Office environment.
Constant interruptions.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
Hearing and speaking to exchange information in person or on the telephone.
Seeing to read, prepare and review various materials.
Sitting for extended periods of time.
Bending at the waist, kneeling or crouching.

7/1/05
SMJUHSD
Range 24