

# TEMPLE CITY UNIFIED SCHOOL DISTRICT

## ADMINISTRATIVE ASSISTANT TO THE CHIEF BUSINESS OFFICIAL

### **SUMMARY:**

The Administrative Assistant serves as the confidential secretary to the Chief Business Official (CBO). The Administrative Assistant is responsible for the coordination, communications and administrative support of the Business office and a portion of the Student Services department as it relates to student enrollment and records. The Administrative Assistant may serve as a confidential employee exempt from the bargaining unit.

### **DEGREE OF SUPERVISION:**

The Administrative Assistant is under general direction of the Chief Business Official (CBO). Performance evaluations are done on a biannual basis by the CBO.

### **DUTIES AND TASKS:** *(All tasks are essential functions unless noted with an S)*

1. Serves as the confidential secretary and assistant to the Chief Business official and coordinates the functions of the Business Office:
  - A. Communication
    - 1) Takes and transcribes directions for creating correspondence, memoranda, reports, meeting minutes and distributes as appropriate; opens and routes mail;
    - 2) Develops and maintains confidential correspondence and administrative files and records;
    - 3) Handles telephone and communication and inquiries from District personnel, parents, community members and outside agencies including interpretations of policies, complaints, and problem solving;
    - 4) Works with a variety of outside organizations and agencies to discuss and resolve issues that include, but are not limited to, insurance coverage, contracts, liabilities and claims; State and District architectural, maintenance, and developer issues, subpoenas, contracts and claims regarding legal counsel;
    - 5) Prepares staff reports and related documents for the Board of Education;
    - 6) Provides notarization on District documents as needed.
  - B. Calendar and Scheduling
    - 1) Plans, organizes and schedules meetings, appointments for the CBO and Business office;
    - 2) Plans details for out of town conferences, meetings and travel for the CBO;
    - 3) Maintains annual calendar of mandated items for Board of Education agenda.
2. Coordinates Student Services as it relates to enrollment and student records:
  - A. Administers the District program for intra- and inter-district transfer requests;
  - B. Supervises the student record retention and education verification process;
  - C. Provides support to all school sites regarding enrollment issues as needed;
  - D. Administers and interprets adopted Board policies relating to student enrollment;
  - E. Researches, compiles and prepares materials for legal matters pertaining to student enrollment which include, but are not limited to, permit and enrollment appeals, visas, and immigration issues;

## TEMPLE CITY UNIFIED SCHOOL DISTRICT

### ADMINISTRATIVE ASSISTANT TO THE CHIEF BUSINESS OFFICIAL

- F. Coordinates the Home Visit address verification program;
- G. Serves as the Homeless Liaison co-representative.

#### 4. Management and Supervision:

- A. Participates on the District Leadership Team;
- B. Serves as the secretary to the District Budget Committee;
- C. Serves as the alternate member representative for the West San Gabriel Valley JPA;
- D. Trains, directs and supervises Business office staff;
- E. Evaluates select Business office staff.

#### 5. Other Duties as Assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

1. General Knowledge of rules, regulations, and laws concerning California school districts business practice.
2. Working Knowledge of:
  - A. Rules, regulations, laws concerning issues relating to enrollment, transfers and permits as well as students records;
  - B. Current office administration and management methods, analysis of systems and procedures;
  - C. Principles of supervision and personnel management.
3. Skills:
  - A. Accept and carry out responsibility for direction, control and planning;
  - B. Computer proficiency with the applications in the Microsoft Office Suite; operate standard office equipment;
  - C. Create and maintain reports, documents, and related data in a clear, concise manner;
  - D. Communicate effectively both orally and in writing;
  - E. Read and comprehend materials that contain specific vocabulary related to education;
  - F. Type at a net corrected speed of 55 words per minute;
  - G. Make arithmetical calculations with speed and accuracy.
4. Abilities
  - A. Interpret, apply and explain rules, regulation, policies and procedures;
  - B. Analyze problems and develop alternative solutions;
  - C. Determine and retain privileged or confidential information;
  - D. Adhere to schedules and timelines;
  - E. Establish and maintain effective relationships with outside organizations and agencies, District staff, and community;
  - F. Work under pressure with frequent interruptions;
  - G. Work independently and follow through on assignments with minimal direction.

## TEMPLE CITY UNIFIED SCHOOL DISTRICT

### ADMINISTRATIVE ASSISTANT TO THE CHIEF BUSINESS OFFICIAL

#### **QUALIFICATIONS:**

##### Education :

- High school graduation or the equivalent, supplemented by additional courses in Business Administration, English and writing;

OR

- Associate of Arts degree from an accredited college or coursework equivalence in Business, Public Administration or a related field;

OR

- College level coursework in Business, Public Administration, or related fields.

##### Experience:

- Four years of increasingly responsible secretarial or administrative experience;
- At least two years of secretarial or administrative experience in an educational environment.

##### Other requirements:

- Notary Public certification
- Tuberculosis screening and clearance every four years;
- Possession of a valid California Motor Vehicle Operator's License.

#### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is **frequently required to** sit at a desk for extended periods of time; and **regularly required to** stand and/or walk; hear and understand speech at normal levels; communicate so that others can clearly understand normal conversation; see for the purpose of reading or observing; reach in all directions; have dexterity of hands and fingers to operate a computer keyboard. The employee is **occasionally required to** drive a vehicle to make home visits to verify residency.

The employee is **occasionally required to** lift and/or carry objects up to 20 pounds in weight; bend, twist, or stoop

#### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is **regularly required to:** work in an indoor climate controlled, windowless environment with moderate noise levels, and is **occasionally required to** drive a vehicle to conduct work.

#### **SALARY RANGE: 33**