

**LA HABRA CITY SCHOOL DISTRICT
JOB DESCRIPTION**

ADMINISTRATIVE SECRETARY/ADMINISTRATIVE SERVICES

Definition:

Under general supervision of the Administrative Director of Educational Services, performs responsible and complex secretarial work; interprets policy and administrative regulations; provides assistance to principals, staff, District personnel, and the public on a frequent, close-contact basis; supports the Superintendent's office with a wide variety of office details as a back-up to the Executive Assistant.

Typical Tasks:

- Interface with parents, community groups and media, representing the District policies and procedures.
- Receive and respond to inquiries from District personnel and the general public through knowledge of office and District policies and procedures, or through research of office documents, records and files.
- Organize and compile reports from data submitted by other operating units which requires use of independent judgment. Compile/research substantiating data and materials for special confidential reports, various comprehensive reports, and contracts/memberships.
- Assist in scheduling meetings and arrangements related to various District activities.
- Perform complex secretarial work and serve as back-up to the Executive Assistant in preparing agendas and supporting documents for Board meetings, and taking official minutes of said meetings.
- Serve as back-up to the District receptionist.
- Take and transcribe information, including materials of a confidential nature; compile data and maintain minutes for certificated collective bargaining activities and update the Collective Bargaining Agreement (CBA) contract.
- Receive public in person and by telephone, often on urgent or important business, and route inquiries to appropriate locations for resolution.
- Independently compose correspondence or memorandums based upon administrative direction.
- Screen and route correspondence, prioritizing important correspondence for supervisory attention.
- Assist in preparation of Summer Academy/ESY documentation, certificated annual evaluations, and in maintaining accurate personnel files.
- Prepare final drafts of reports to government agencies.
- Screen and maintain certificated substitute list; conduct substitute new hire orientation and processing of appropriate documentation.
- Assume responsibility for organizing, overseeing and maintaining the automated substitute calling system (SubFinder) for employees who are absent and assure proper substitute coverage; generate inquiry reports to determine available substitutes; call substitutes for coverage; ensure coverage for long-term leaves of absence.
- Assist in the development and revision of manuals, forms and procedures for use within the District; compose and distribute general correspondence, forms, letters and notices.
- Monitor status of employees on FMLA, Catastrophic and other leaves of absence in coordination with the Insurance and Payroll Departments, and prepare approval letter for said leave requests.
- Assist in training other District staff as directed.
- Perform other related duties as assigned.

Minimum Qualifications:

Education: Completion of high school or General Education Diploma (GED), college level coursework in business, secretarial science, communications or a related field is desired.

Experience:

- Three years of recent increasingly responsible administrative secretarial assignments, some of which should have involved secretarial duties for a District administrative official or a high level administrator.
- Prior responsibility for maintaining and processing confidential information.
- Experience in the field of education is highly desirable.
- Computer experience including use of word processors, spreadsheets, presentation software and database management programs.

Knowledge of:

- Office procedures and practices, including filing systems, telephone techniques and etiquette; record keeping and methods of collecting and organizing data and information.
- District policies and procedures.
- Correct English usage, grammar, spelling, punctuation, vocabulary and proofreading skills for composing business letters and reports.

Ability to:

- Perform highly responsible and confidential secretarial and administrative assistant duties.
- Work independently on complex technical and secretarial work with minimal supervision; plan, prioritize and organize work under pressure and maintain a business-like manner; maintain confidentiality; direct others on special projects and provide leadership to assigned personnel.
- Answer telephones, greet the public and represent the District in a calm and professional manner.
- Read, interpret, and apply district policies, practices and regulations.
- Complete work with many interruptions; think and act quickly in case of emergencies.
- Take minutes of meetings and maintain District records of all meetings. Type a minimum of 50 words per minute.
- Establish and maintain cooperative and effective working relationships with district personnel and others; provide a pleasant welcome to both employees and members of the public.
- Operate a variety of office equipment and computer utilizing various software packages for database management and preparation of correspondence and reports.

PHYSICAL REQUIREMENTS:

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. These physical standards are generic in nature and tasks may vary dependent on school site or specialized department assignment.

Work Environment:

This position may involve the following: constant interruption and direct contact with the public and employees; a high volume of responsibilities that may require working without direct and/or constant supervision. Working in an office environment where the noise level is usually quiet.

Physical Demands:

The physical demands of this position include: ability to sit for extended periods of time; some walking and standing; bending and stooping, reaching at, below and above shoulder level; grasping, lifting and moving files and documents typically weighing less than 20 pounds. Repetitive use of fingers and hands to operate a keyboard and other office equipment is necessary; hearing and speaking ability sufficient to provide information via phone, intercom and personal contact is also needed. Specific vision abilities including close vision, depth perception and the ability to focus are required.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals currently holding this position perform additional duties and additional duties may be assigned.

License: Must have and maintain a valid Class C California Driver's License, have transportation and be insurable.

Work Schedule: 1

Supervisory/Confidential Salary Range: 34

REVIEWED BY THE COMMISSION:

February 6, 2007 (Draft of 1st Reading); March 6, 2007 (2nd Reading)
September 7, 2010 (Updated); June 12, 2012 (1st Reading); July 10, 2012 (2nd Reading)

REVIEWED BY BOARD:

August 26, 2010