

ADMINISTRATIVE SECRETARY – BUSINESS SERVICES

DEFINITION:

Under the direction of an assigned District division administrator, coordinate and organize office activities to assure the smooth running of an assigned District division; perform a wide variety of independent secretarial and administrative assistant duties to relieve the supervisor of administrative and clerical detail; coordinate flow of communications between administrators, faculty, staff, students, parents, and the public.

DISTINGUISHING CHARACTERISTICS:

The Administrative Secretary serves as secretary to an administrator with responsibility over a major District division. She/he performs duties requiring a high level of initiative and independent decision-making in a broad range of District activities with minimal direction. Incumbents in these classes perform duties with minimal direction, exercising a high degree of judgment, discretion, initiative, and independence. They must have a wide knowledge of the policies and operations of the office in which they work, as well as the school district. This position is classified as a confidential position.

QUALIFICATIONS:

Experience:

- At least five years in a responsible administrative assistant position
- A minimum of three years in a school or school district office setting

Other:

- Possession of a valid California driver's license.

Education:

- Equivalent to completion of two years of college. (Responsible secretarial position may be substituted for required education on a year-for-year basis.)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the direction of the Assistant Superintendent/CFO or designee, incumbent will:

- Coordinate and organize office activities to assure the smooth running of an assigned District division; create a variety of correspondence, memoranda, requisitions, reports, board agenda items, agendas, spreadsheets, forms, letters, emails, calendars, and Google Docs.
- Perform a wide variety of independent secretarial and administrative assistant duties to relieve the supervisor of administrative and clerical detail.
- Coordinate flow of communication and serve as a liaison between administrators, faculty, staff, students, parents, and the public; explain programs, policies and procedures; initiate and answer telephone calls; screen and route calls; respond to inquiries and provide information; retrieve and respond to messages as appropriate.
- Compose a variety of correspondence independently or from oral instruction and other information as requested; maintain confidentiality of sensitive and privileged information.
- Prepare and maintain financial records related to the assignment; record expenditures; maintain and monitor department, program, and grant budgets.
- Compile information and prepare and maintain a wide variety of data and reports according to established procedures and timelines; participate in special projects and research related to the administrator's area of responsibility.
- Prepare and maintain a variety of records related to assigned activities, establish and maintain filing systems; compile and duplicate related materials as needed.
- Coordinate and schedule meetings, appointments, and conferences; prepare agendas for and take minutes at assigned meetings; arrange travel reservations.
- Where applicable, train and provide work direction and guidance for clerical support staff as assigned by position; provide input on employee performance as requested.
- Operate a variety of office equipment and have a current knowledge of computers and programs such as, Word, Excel, Power Point, Prezis, Google Drive, Adobe Pro, as well as Power School and QSS.

KNOWLEDGE:

- Functions and operations of an administrative office.
- District organization, operations, policies and procedures.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Applicable laws, codes, rules, and regulations.
- Financial and statistical record-keeping techniques.
- Research methods.
- Operation of a computer and assigned software.

- Interpersonal skills using tact, patience, and courtesy.

ABILITIES AND SKILLS:

- Processes administrative details not requiring attention of the administrator.
- Develops correspondence, including materials of a confidential nature, independently from notes, instructions, transcription, etc., incorporating policy, regulation, or Education Code where appropriate.
- Initiates forms, communications, board agenda items, special assignments, and projects for the assigned administrator.
- Coordinates and facilitates projects to meet time schedules.
- Serves as liaison between administrator, district personnel, and the community.
- Provides technical, clerical, and logistical support to personnel engaged in department activities.
- Facilitates/attends the activities of various committees for and/or with the administrator.
- Initiates and prepares District board agenda items as necessary.
- Initiates and answers telephone calls, makes appointments, and interviews callers and furnishes desired information or assistance.
- Develops, monitors, and maintains department budget/fiscal records and reports.
- Understands and resolves issues, complaints or problems.
- Responds to formal complaints within the required timeline.
- Prioritizes and organizes work.

SPECIALIZED DUTIES, BUSINESS SERVICES :

- Assists to ensure compliance during District audits related to Business Services
- Manages contracts, agreements, and Memorandums of Understanding, including administration and coordination of outside contracts between the District and federal, state, and local agencies
- Coordinates property and equipment leases, including financing agreements
- Researches data for district financings, including general obligation bonds and certificates of participation for administrator and financial advisors, and ensures that federal continuing disclosure requirements are met
- Maintains Folsom Cordova Financing Corporation – Prepares financial documents, obtains signatures, and prepares Board Resolutions
- Tracks District properties – Maintains records of district-owned land, including titles, appraisals, survey, purchase and sales documents
- Processes incoming District grants to acquire appropriate signatures and disbursement of paperwork to proper departments
- Facilitates the organization of the Employee Benefits Committee and Budget Communications Committee
- Tracks donations – Maintains spreadsheet, presents to the Board, and sends letters to donors
- Secures legal services annual contracts and monthly billings
- Prepares technical worksheets, tables, and computations for financial presentations and reports
- Updates school and District attendance spreadsheets for comparison purposes
- Updates annual salary and benefit tables with state J-90 data
- Prepares and sends required meaningful disclosure notices for 403(b) and 457 plans
- Monitors trademarks and logowear correspondence and agreements
- Prepares Requests for Proposals (RFP's and RFQ's) for various professional services
- Provides executive assistant back-up for Board Meetings
- Assists with property and liability claims, insurance, and accident reports

PHYSICAL REQUIREMENTS:

Physical Abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

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.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.

ADMINISTRATIVE SECRETARY – HUMAN RESOURCES**DEFINITION:**

Under the direction of an assigned District division administrator, coordinate and organize office activities to assure the smooth running of an assigned District division; perform a wide variety of independent secretarial and administrative assistant duties to relieve the supervisor of administrative and clerical detail; coordinate flow of communications between administrators, faculty, staff, students, parents, and the public.

DISTINGUISHING CHARACTERISTICS:

The Administrative Secretary serves as secretary to an administrator with responsibility over a major District division. She/he performs duties requiring a high level of initiative and independent decision-making in a broad range of District activities with minimal direction. Incumbents in these classes perform duties with minimal direction, exercising a high degree of judgment, discretion, initiative, and independence. They must have a wide knowledge of the policies and operations of the office in which they work, as well as the school district. This position is classified as a confidential position.

QUALIFICATIONS:**Experience:**

- At least five years in a responsible administrative assistant position
- A minimum of three years in a school or school district office setting

Other:

- Possession of a valid California driver's license.

Education:

- Equivalent to completion of two years of college. (Responsible secretarial position may be substituted for required education on a year-for-year basis.)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the direction of the Assistant Superintendent/CFO or designee, incumbent will:

- Coordinate and organize office activities to assure the smooth running of an assigned District division; create a variety of correspondence, memoranda, requisitions, reports, board agenda items, agendas, spreadsheets, forms, letters, emails, calendars, and Google Docs.
- Perform a wide variety of independent secretarial and administrative assistant duties to relieve the supervisor of administrative and clerical detail.
- Coordinate flow of communication and serve as a liaison between administrators, faculty, staff, students, parents, and the public; explain programs, policies and procedures; initiate and answer telephone calls; screen and route calls; respond to inquiries and provide information; retrieve and respond to messages as appropriate.
- Compose a variety of correspondence independently or from oral instruction and other information as requested; maintain confidentiality of sensitive and privileged information.
- Prepare and maintain financial records related to the assignment; record expenditures; maintain and monitor department, program, and grant budgets.
- Compile information and prepare and maintain a wide variety of data and reports according to established procedures and timelines; participate in special projects and research related to the administrator's area of responsibility.
- Prepare and maintain a variety of records related to assigned activities, establish and maintain filing systems; compile and duplicate related materials as needed.
- Coordinate and schedule meetings, appointments, and conferences; prepare agendas for and take minutes at assigned meetings; arrange travel reservations.
- Where applicable, train and provide work direction and guidance for clerical support staff as assigned by position; provide input on employee performance as requested.
- Operate a variety of office equipment and have a current knowledge of computers and programs such as, Word, Excel, Power Point, Prezis, Google Drive, Adobe Pro, as well as Power School and QSS.

KNOWLEDGE:

- Functions and operations of an administrative office.
- District organization, operations, policies and procedures.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Applicable laws, codes, rules, and regulations.
- Financial and statistical record-keeping techniques.
- Research methods.
- Operation of a computer and assigned software.
- Interpersonal skills using tact, patience, and courtesy.

ABILITIES AND SKILLS:

- Processes administrative details not requiring attention of the administrator.
- Develops correspondence, including materials of a confidential nature, independently from notes, instructions, transcription, etc., incorporating policy, regulation, or Education Code where appropriate.
- Initiates forms, communications, board agenda items, special assignments, and projects for the assigned administrator.
- Coordinates and facilitates projects to meet time schedules.

- Serves as liaison between administrator, district personnel, and the community.
- Provides technical, clerical, and logistical support to personnel engaged in department activities.
- Facilitates/attends the activities of various committees for and/or with the administrator.
- Initiates and prepares District Board Agenda items as necessary.
- Initiates and answers telephone calls, makes appointments, and interviews callers and furnishes desired information or assistance.
- Develops, monitors, and maintains department budget/fiscal records and reports.
- Understands and resolves issues, complaints or problems.
- Responds to formal complaints within the required timeline.
- Prioritizes and organizes work.

SPECIALIZED DUTIES, HUMAN RESOURCES:

- Schedules, attends, prepares agendas, takes minutes and preserves records for all HR related meetings
- Maintains and interprets bargaining unit contracts for administrators, unit members, and public
- Serves as technical resource to administrators and HR staff in the use of various HR software; for example including but not limited to EdJoin, Aesop, Veritime, and TalentEd
- Provides account coding for HR related payroll items
- Assists to ensure compliance during District audits and Public Information Requests related to Human Resources
- Serves as office manager to oversee and direct the work of department staff (technicians, admin assist, and receptionist) as directed by the Assistant Superintendent and Director including work flow, schedules, and attendance
- Maintains official district UCP, grievances, and complaints against personnel and records and coordinates with ETIS for website complaint information and adherence to legal requirements
- Coordinates the process for volunteers with community members, parents, parent coordinators and administrators
- Researches, develops and distributes legally required labor postings for all sites
- Assists with all tasks in Human Resources Department in order to provide immediate back up including:
 - Review and post job openings, review applications as requested, assist supervisors with interview questions and test materials, enter new employees in QSS and update records as needed, all personnel and legal file maintenance needs, coordinate with other departments for hiring and evaluating all employees
- Monitors the Department of Justice website for employee and volunteer status and process results
- Reviews, formats, and tracks new and revised job descriptions, including bargaining unit review and Board approval processes
- Provides executive assistant back-up for Board Meetings and Assistant Superintendent packets for Board Meetings
- Creates Instructional and Work Calendars for staff and parents
 - Following annual approval of instructional calendar, combine with QCC to develop work calendars for all employee groups (certificated, management, classified 12 month, and classified less than 12 months)
- Manages annual reasonable assurance process to all less than 12 months employees and substitutes
- Maintains Human Resources website management: Formats and posts all salary schedules, posts all updates to job descriptions, provides HR forms and documents, posts bargaining unit contracts and updates
- Facilitates annual and monthly District wide Administrative Assistant meetings
- Oversees annual District employee recognition event

PHYSICAL REQUIREMENTS:

Physical Abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

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.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.

ADMINISTRATIVE SECRETARY- SPECIAL EDUCATION AND SELPA**DEFINITION:**

Under the direction of the Assistant Superintendent of Special Education and/or designee, coordinate and organize office activities to assure the smooth running of the Communication and Community Engagement Office; perform a wide variety of independent secretarial and administrative assistant duties to relieve the supervisor of administrative and clerical detail; coordinate flow of communications between administrators, faculty, staff, students, parents, and the public.

QUALIFICATIONS:

Experience: At least five years in a responsible administrative assistant position, a minimum of three years in a school or school district office setting, or in a comparable organizational setting

Education: Equivalent to completion of two years of college (Responsible secretarial position may be substituted for required education on a year-for-year basis)

DISTINGUISHING CHARACTERISTICS:

- The Administrative Assistant performs duties requiring a high level of initiative and independent decision-making in a broad range of District activities with minimal direction. Incumbents in these classes perform duties with minimal direction, exercising a high degree of judgment, discretion, initiative, and independence. This position is classified as a confidential position as, in the course of duties supporting the Assistant Superintendent of Special Education, the incumbent has access to or possesses information related to employer-employee relations, negotiations, personnel and student matters.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the direction of the Assistant Superintendent of Special Education or designee, incumbent will:

- Coordinate and organize office activities to assure the smooth running of the district, and department; create a variety of correspondence, memoranda, requisitions, reports, board agenda items, agendas, spreadsheets, forms, letters, emails, calendars, flyers, brochures, surveys, and Google Docs.
- Perform a wide variety of independent secretarial and administrative assistant duties to relieve the supervisor of administrative and clerical detail.
- Coordinate flow of communication and serve as a liaison between administrators, faculty, staff, students, parents, and the public; explain programs, policies, and procedures; initiate and answer telephone calls; screen and route calls; respond to inquiries and provide information; retrieve and respond to messages as appropriate.
- Compose a variety of correspondence independently or from oral instruction and other information as requested; maintain confidentiality of sensitive and privileged information.
- Prepare and maintain financial records related to the assignment; record expenditures; maintain and monitor department, program, and grant budgets.
- Compile information and prepare and maintain a wide variety of data and reports according to established procedures and timelines; participate in special projects and research related to the administrator's area of responsibility.
- Prepare and maintain a variety of records related to assigned activities, establish, and maintain filing systems; compile and duplicate related materials as needed.
- Coordinate and schedule meetings, appointments, and conferences; prepare agendas for and take minutes at assigned meetings; arrange travel reservations.
- Where applicable, train and provide work direction and guidance for clerical support staff as assigned by position.
- Operate a variety of office equipment and have a current knowledge of computers and programs such as, Word, Excel, Power Point, Publisher, Prezis, Google Drive, Adobe Pro, Zoom, Microsoft Teams, as well as Power School, SEIS, AESOP, Simbli, Blackboard, GSMU, and QSS.

KNOWLEDGE:

- Functions and operations of an administrative office
- District organization, operations, policies, and procedures
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Oral and written communication skills
- Applicable laws, codes, rules, and regulations
- Financial and statistical record-keeping techniques
- Research methods
- Operation of a computer and assigned software

ADMINISTRATIVE SECRETARY- SPECIAL EDUCATION AND SELPA**ABILITIES AND SKILLS:**

- Process administrative details not requiring attention of the administrator
- Develop correspondence, including materials of a confidential nature, independently from notes, instructions, transcription, etc., incorporating policy, regulation, or Education Code where appropriate
- Initiate forms, communications, board agenda items, special assignments, and projects for the assigned administrator
- Coordinate and facilitate projects to meet time schedules
- Serve as liaison between administrator, district personnel, the community, and the California Department of Education.
- Provide technical, clerical, and logistical support to personnel engaged in department activities
- Facilitate/attend the activities of various committees for and/or with the administrator
- Initiate and prepare District Board Agenda items as necessary
- Initiate and answer telephone calls, make appointments, and interview callers and furnish desired information or assistance
- Develop, monitor, and maintain department budget/fiscal records and reports
- Understand and resolve issues, complaints, or problems
- Respond to formal complaints within the required timeline
- Prioritize and organize work

SPECIALIZED DUTIES, SPED & SELPA:

- Provide administrative support for the Assistant Superintendent of Special Education
- Schedule and coordinate communication of Special Education and SELPA
- Assist in the planning and management of SELPA events
- Handle and triage parent and staff inquiries
- Provide administrative support for SELPA and Special Education programs
- Prepare CDE progress and budget reports and liaison to the California Department of Education
- Assist in overall management of Special Education office, including purchase of supplies and purchase/maintenance of equipment
- Conduct research and prepare reports related to Special Education programs and compliance
- Assist in the creation and maintenance of Special Education and SELPA website content
- Prepare, organize, and analyze data using software such as Microsoft Excel
- Use communication platforms and technology, including mass notification systems, electronic flyer distribution, content management systems, e-mail marketing, etc., to help inform internal and external stakeholders of Special Education and SELPA news, events, and initiatives
- Provide clerical support during classified/ certificated negotiations and Community Advisory Committee (CAC) meetings
- Assist in preparation of records, correspondence and legal documents related to the California Department of Education (CDE), Office of Civil Right (OCR), and due process compliance and litigations and maintain legal files
- Track and prepare updates and revisions to board policies and administrative regulations
- Monitor and enter AESOP absences for the Special Education staff, and notify appropriate school sites and staff of the absences
- Provide job hiring support for the department of Special Education

PHYSICAL REQUIREMENTS:

Physical Abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

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.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.