



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
APPROVED MOTION NO. 22-2022/23
DOCUMENT NO. 10-2022/23
DATED 10/19/2022

ADMINISTRATIVE ASSISTANT VI

DEPARTMENT/SITE: District Department

SALARY SCHEDULE: Classified Bargaining Unit

SALARY RANGE: 37

WORK CALENDAR: 261 Days

REPORTS TO: Executive-Level Cabinet Member

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of an executive-level cabinet member, the Administrative Assistant VI provides a wide variety of highly complex, professional administrative and analytical functions, and assists in the coordination and management of ongoing district-wide initiatives. The incumbents in this classification provide the school community with complex administrative assistant duties, in support of assigned administrators, which directly support student learning and achievement.

DISTINGUISHING CHARACTERISTICS

Positions in this class are at the sixth level in the Administrative Assistant Series. The Administrative Assistant VI provides support to an executive-level cabinet member. Incumbents in this classification perform highly complex duties in the series and ensure proper and timely completion of district-wide initiatives, projects, and activities that align with the District's Core Values.

ESSENTIAL FUNCTIONS, DUTIES AND TASKS:

The following alphabetical list of functions, duties and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties and tasks from those set forth below to address business needs and changing business practices.

- Answers and initiates telephone calls, emails, and other communication channels for responding to inquiries, transferring calls, taking messages, requesting information, and/or conveying information.
- Assists auditors for the purpose of providing supporting documentation and/or information on internal processes that are required for audit.
- Coordinates and facilitates a variety of meetings, workshops, trainings, and activities; records minutes and summaries; and supports the needs of the attendees.
- Coordinates and manages a variety of complex projects, functions, and/or program components for the purpose of completing activities and/or delivering services, to achieve goals and meet target dates.
- Coordinates travel and conference arrangements for staff as necessary; prepares related forms and reimbursements.
- Develops a wide variety of complex reports, documents, and correspondence of a confidential and nonconfidential nature for the purpose of documenting activities, providing a written reference, and/or conveying information.
- Develops and implements office procedures to expedite the transmittal of information, and to facilitate the implementation of policies and programs; assures complete and timely operations.

- Interprets and applies rules and regulations as appropriate; coordinates communications; obtains and provides information in a timely manner to meet the needs of the District and the community; coordinates activities and resolves issues.
- Manages correspondence, including drafting reports, composing memoranda, and letters for the executive-level cabinet member; establishes and maintains a variety of files.
- Monitors a variety of activities on behalf of executive-level cabinet members for the purpose of achieving goals and meeting target dates.
- Orders supplies and materials for ensuring the availability of items.
- Organizes a variety of formal and informal meetings and events, including awards ceremonies, tours, receptions, conferences, and fund-raising events; attends meetings and provides administrative support.
- Prepares and drafts Board agenda items and back-up materials for a variety of meetings; prepares charts and statistical information as needed; prepares agreements, and contracts for services used by and/or provided by the division; processes contract documents and sets up internal routines for monitoring performance.
- Prepares and maintains a wide variety of confidential and non-confidential manual and electronic documents, files, and records for providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Receives informational material for reading, sorting, routing, and responding as directed.
- Receives visitors, including administrators, staff, parents, and the public; provides detailed technical information concerning policies and procedures where judgment, knowledge, and interpretation of procedures and regulations are required or direct to appropriate personnel; works with school sites and departments to solve concerns of parents and community members.
- Receives, handles, and stores confidential, private, and sensitive information pertaining to the District, employees, and students with a high level of discretion.
- Reconciles account balances for assigned budget categories for maintaining accurate account balances; ensures expenditures are within Federal or State requirements.
- Researches, analyzes, and compiles information, and computes statistical data for Federal, State, and District reports and special projects.
- Responds to a wide variety of inquiries from internal and external parties to provide information, facilitate communication among parties, and/or provide direction.
- Serves as point of contact and provides staffing support for executive-level cabinet members' public and private Board commitments.
- Supports the executive-level cabinet member activities related to secretarial and administrative assistant duties (e.g., scheduling, calendar coordination, Board agenda preparation) to relieve the assigned administrator of a variety of administrative details; plans, coordinates, and organizes office activities and flow of communications; maintains confidentiality of privileged and sensitive information.
- Tracks, updates, and compiles comprehensive data from a variety of sources for complying with financial, legal, and/or administrative requirements.
- Updates and maintains the department's webpage.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE, SKILLS AND ABILITIES

(At time of application)

Knowledge of:

- Modern office practices, procedures, and equipment
- Current policies, laws and procedures
- Use of job-related software applications, including virtual meeting platforms

- Business telephone techniques and etiquette
- Correct English usage, including grammar, spelling, and punctuation; and vocabulary
- Expertise in Microsoft Office, Google Suite tools, and other applicable software applications
- District policies and procedures associated with educational processes, (e.g., curriculum development, credentials, academic outcomes, and business)

Skills and Abilities to:

- Keyboard accurately at an acceptable rate of speed
- Operate standard office equipment utilizing pertinent software applications
- Plan and manage complex and responsible projects
- Display strong communication skills, both verbal and written
- Prepare and maintain accurate records
- Facilitate group problem-solving processes
- Display exemplary planning, prioritization, and time management skills
- Perform well under pressure for competing time-sensitive priorities
- Demonstrate resourcefulness, ability to solve problems and work independently with a high degree of professionalism, including discretion and attention to confidentiality
- Accurately take and transcribe notes and/ or meeting minutes/recollections
- Exercise tact and diplomacy in dealing with sensitive, complex, and confidential issues and situations
- Prepare spreadsheets, graphs, and charts; enter, import, and export data to and from databases
- Communicate with staff, parents, and the public using patience and courtesy, and in a manner that reflects positively on the organizational unit
- Communicate with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working with frequent interruptions, setting priorities; establishing and maintaining effective working relationships
- Read, write and communicate clearly in both English and a second language (usually Spanish) may be required
- Independently perform all of the duties of the position and strategically make sound judgments
- Learn, interpret, explain, and apply knowledge of District and department organization, operations, programs, functions, special terminology

RESPONSIBILITY:

Responsibilities include working under limited supervision; following standardized practices and/or methods; providing information and /or advising others; and operating within a defined budget. Utilization of some resource from other work units is often required to perform the job's functions. There is a continual opportunity to affect the organization's services.

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills and Abilities listed above.)

EDUCATION REQUIRED:

High School diploma or equivalent.

EXPERIENCE REQUIRED:

Five and one-half (5.5) years of experience as an Administrative Assistant I, II, III, IV, or V in the Madera Unified School District; **OR**; an equivalency of work experience performed from another educational institution or agency in the capacity of the highest level (VI) of the Administrative Assistant Series within the Madera Unified School District.

LICENSE(S) REQUIRED:

- Valid, current California Driver's License or ability to provide transportation to meetings, events, and trainings associated with essential functions, duties, and tasks.

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After an offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)
 - Pre-employment physical exam A through the District's provider

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Work is primarily indoors and requires sitting for extended periods
- Sitting or standing for extended periods of time
- Lift objects such as boxes containing documents weighing up to 35 pounds
- Bending at the waist, kneeling or crouching to file materials or access equipment, carrying, pushing and/or pulling
- Dexterity of hands and fingers to operate a computer keyboard and maintain paper files and documents
- Hearing and speaking to exchange information
- Visual acuity to see/read documents and computer screen