SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE: Administrative Assistant I
REPORTS TO: Assigned Manager

DEPARTMENT: Various sites/locations
CLASSIFICATION: Classified

FLSA: Non-Exempt
SALARY GRADE: 046 OTBS

REVISED: May 28, 2019

BASIC FUNCTION:
Relieve the work load of a manager by performing responsible administrative and staff duties; lead the work of assigned classified staff.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. Duties may vary from site to site. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Assist with administrative detail; make special studies, prepare reports, and act as a resource to district staff and community members.  

Assist in the development, evaluation, implementation, revision, and interpretation of policies, programs, and procedures.  

Act as an office manager.  

Represent the organizational unit or school at meetings.  

Prepare or supervise the preparation of a variety of documents including correspondence, reports, bulletins, memoranda, manuals, handbooks, and newsletters.  

May assist in the planning and development of the annual budget; compile data, monitor accounts and maintain expenditure controls; recommend or initiate adjustments as appropriate.  

Participate in the preparation, administration, and control of special projects and activities.  

Coordinate departmental or school activities including in-service training programs and business arrangements including student body activities.  

Train and lead the work of assigned classified staff; participate in the selection, training, and general supervision of pupils and others involved in noninstructional activities.  

Perform related duties as assigned.
MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:
Any combination of training, experience, and/or education equivalent to graduation from a recognized four-year college or university with a degree in business or public administration and one year of recent, related experience.

LICENSES AND OTHER REQUIREMENTS:
Possession of a valid California driver’s license and availability of private transportation may be required for some positions in this job class (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Principles, purposes, functions, policies, and practices of business and public administration.
District business procedures, processes, and policies pertinent to assigned area.
Research methods and techniques.
Methods of statistical analysis and presentation; techniques of data collection and analysis.
Principles of training methods.
Computer software such as word-processing, spreadsheet, database management, and desktop publishing.
Oral and written English communication skills.

ABILITY TO:
Perform complex administrative staff work related to the business and operational activities of an administrative office.
Operate with a high degree of independence with limited direction.
Analyze situations accurately and adopt an effective course of action.
Collect and analyze complex data; prepare reports, correspondence, statistical analyses, and financial statements.
Train and lead the work of others.
Evaluate work methods and procedures.
Plan and organize work to meet deadlines.
Communicate effectively orally and in writing.
Prepare clear concise written communications.
Establish and maintain effective working relationships with all levels of staff, students, and the public.
Operate standard office equipment, including computers and related software applications.
Read, interpret, apply, and explain rules, regulations, policies, and procedures pertinent to assigned area.
Learn specialized software applications

WORKING CONDITIONS:

ENVIRONMENT:
Indoor, office setting

PHYSICAL REQUIREMENTS:
Hearing and speaking to exchange information; seeing to read, prepare, and proofread documents; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.
DISTINGUISHING CHARACTERISTICS:

An Administrative Aide performs assigned technical duties relative to budget preparation and control, and other areas of business operations. An incumbent is expected to apply a broad knowledge of office management practices and procedures in the performance of assigned work tasks. Employees are continuing to learn skills in preparation for promotion, but are expected to work without continuous supervision.

An Administrative Assistant I performs complex administrative and staff duties of an operational and/or technical nature to relieve an administrator of details relative to clerical procedures, budget preparation and control, or other areas of business operations of an organizational unit. An incumbent performs at a journey-level and is expected to operate independently and without immediate supervision.

An Administrative Assistant II performs the more difficult and complex administrative and staff duties of an operational and/or technical nature that include organization and management planning, work-flow and distribution, budgetary and fiscal matters, and other general administrative matters. This is the most senior level job class in the administrative support staff job series where it is required that the incumbent exercise a greater degree of discretion and independent judgment and decision making in carrying out business operations.

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