

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Administrative Coordinator to the Board of Education	REPORTS TO:	Policy Analyst
DEPARTMENT	Office of the Board of Education	CLASSIFICATION:	Classified
FLSA:	Exempt	SALARY GRADE:	040 Supervisors'
ISSUED:	December 11, 2001		

BASIC FUNCTION:

Provide a wide variety of administrative support and office management services in the Office of the Board of Education.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. 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

Resolve problems brought to the Board Office by parents, members of the public, local and national officials, teachers, and other district staff by screening them for urgency and nature of business and, according to instructions, exercise judgment in carrying out administrative details and/or referring to other district offices. **E**

Respond to in-person and telephone contacts by answering questions or referring them to a district department or to a Board Member. **E**

Assemble and organize materials for Board Members in preparation for meetings and other events. **E**

Arrange meetings/events by coordinating Board Members' schedules, reserving facilities and equipment as needed, and notifying individuals to attend. **E**

Consult with the Superintendent's Office, district administrators, and other staff regarding the status of various items of Board business and correspondence and informs appropriate personnel of services required by Board Member(s) in relation to meetings or special events. **E**

Interpret Board rules, regulations, adopted policies and procedures to the public and district personnel. **E**

Exercise judgment, tact, and discretion in carrying out directions of the Board Member(s). **E**

Maintain tickler files to ensure Board Members have available for completion, signing, and processing all required documents in a timely manner. **E**

Perform Notary Public services for district documents. **E**

Complete or supervise the preparation of a wide variety of special correspondence and other projects. **E**

Coordinate schedules for meetings, presentations, and travel by Board Members. **E**

Compile and organize information requested by the Board Member(s) and perform basic research as required. **E**

Monitor and administer Board Office budget and procurement card account. **E**

Maintain confidential records and files. **E**

Provide secretarial and administrative services pertaining to the district's negotiations with designated exclusive representatives. **E**

Plan and execute procedures of general office organization. **E**

Supervise, coordinate, and direct the work of secretarial and/or clerical assistants. **E**

Process Board Members' mail in accordance with their individual instructions. **E**

Operate a personal computer and other standard office machines. **E**

Perform other duties reasonably related to the job class.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to four years of progressively responsible full-time, paid, secretarial or office management experience in a school district environment within the last ten years, with current status and satisfactory service in an Administrative Secretary job class or above. Advanced secretarial or business courses are desired.

LICENSES AND OTHER REQUIREMENTS:

Typing/keyboarding certificate for a net, corrected speed of 50 words per minute.
Notary Public License within six months of appointment.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office organization, procedures, practices, equipment, and layout.
Board of Education rules, regulations, policies, procedures, organization, and functions.
District organization, policy, and standard procedures.
Sources of information within the district and in the community.
Correct English usage, grammar, spelling, punctuation, and vocabulary.

ABILITY TO:

Compose routine and specialized correspondence and reports using proper grammar, spelling, punctuation, and vocabulary with superior proficiency.
Operate standard office equipment including microcomputers and database, word processing, and spreadsheet software applications.
Prepare statistical analyses and budget materials.
Communicate effectively orally and in writing to a diverse audience.
Establish and maintain effective working relationships with others.
Exercise diplomacy, tact, and independent judgment.
Exercise initiative and make sound decisions.
Analyze situations accurately and adopt an effective course of action.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.
Plan and organize work.
Meet schedules and timelines.
Maintain records and prepare reports.
Work independently with little direction.
Train, supervise, and evaluate the work of others.

ENVIRONMENT:

Indoor office setting.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and on the telephone; 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.

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