

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Supervising Administrative Assistant II	REPORTS TO:	Assigned Manager
DEPARTMENT:	Various sites/locations	CLASSIFICATION:	Classified
FLSA:	Exempt	SALARY GRADE:	044 AASD Supervisors'
REVISED:	September 11, 2001		

BASIC FUNCTION:

Relieve the work load of a manager by performing highly responsible administrative and staff duties and accomplishing assigned projects; supervise assigned staff.

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

Assist a manager of a large organizational unit by performing highly responsible administrative detail of a supervisory, operational, or technical nature. **E**

Act as an office manager. **E**

Conduct and coordinate management, office systems, statistical, and analytical studies. **E**

Prepare or supervise the preparation of reports, manuals, district procedures, and handbooks. **E**

Prepare and monitor the program budget. **E**

Develop, evaluate, implement, revise, interpret, and explain district or departmental policies, programs, and procedures. **E**

Represent the organizational unit at conferences and meetings; act as a liaison between managerial and operational staff levels. **E**

Train, supervise, and evaluate the work of assigned staff. **E**

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 two years 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:

Modern administrative and office procedures and methods.
Correct English usage, grammar, spelling, punctuation, and vocabulary.
Budgetary principles, procedures, and control techniques.

ABILITY TO:

Communicate effectively orally and in writing.
Train and direct the work of others.
Prepare reports, correspondence, statistical analyses, and financial statements.
Supervise, train, and evaluate the work of others.
Establish and maintain effective working relationships with all levels of staff and the public.
Operate standard office equipment, including microcomputers and related software applications.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.

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.

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