

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Supervising Administrative Aide	REPORTS TO:	Assigned Manager
DEPARTMENT:	Various sites/locations	CLASSIFICATION:	Classified
FLSA:	Exempt	SALARY GRADE:	032 AASD Supervisors'
REVISED:	April 9, 2002		

BASIC FUNCTION:

Relieve the work load of a manager by performing delegated administrative duties and accomplishing assigned projects; supervise assigned office-clerical and other 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 with administrative detail; conduct special studies, including budgetary studies and analytical or financial reports and recommendations. **E**

Prepare correspondence, bulletins, manuals, and handbooks. **E**

Explain policies and procedures to staff, pupils, and the public; act as a resource to community groups and coordinate community activities. **E**

Assist in the preparation of budgets and budget documents; maintain special billing systems; maintain budgetary control of funds. **E**

Confer with district administrators and staff regarding budget requests and problems. **E**

Arrange for the acquisition of supplies, material, and services. **E**

Check specifications and submit requests for purchase of equipment; maintain equipment records. **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.

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 office procedures and methods.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

ABILITY TO:

Organize and analyze data.

Communicate effectively orally and in writing.

Prepare reports, correspondence, statistical analyses, and financial statements.

Train, supervise, and evaluate the work of others.

Meet schedules and time lines.

Establish and maintain effective working relationships with all levels of staff, students, and the public.

Operate standard office equipment, including microcomputers and related software applications.

Read, 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.

Revised 3.30.04—PeopleSoft

Job Code 6511

PH