



LAKE ELSINORE UNIFIED SCHOOL DISTRICT

Administrative Assistant to the Governing Board

Job Description

Job Summary:

Under the direction of the Superintendent, serves as a confidential administrative assistant and is responsible for assisting the Governing Board responsibilities by coordinating and preparing the materials for scheduled and special Governing Board meetings; transcribing Governing Board meeting minutes; organizing office activities, coordinating communications, handling a variety of specialized office routines and performing responsible and complex secretarial duties; performs assigned technical activities; and assumes/prepares information to assist administrative decisions.

Minimum Required Qualifications:

1. **Education/Experience:** Any combination equivalent to: graduation from high school supplemented by one year at the college/university-level coursework in business, office management, or a related field and/or four (4) years of responsible secretarial/ administrative assistance experience involving public contact
2. **Knowledge of:** Functions and secretarial options of an administrative office; Telephone techniques and etiquette; District organization, operations, policies, and objectives; Applicable laws, codes, rules, and regulations, Financial and statistical record-keeping and report preparation techniques; Correct English usage, grammar, spelling, punctuation, and vocabulary; Interpersonal skills using tact, patience, and courtesy; Oral and written communication skills; Operation of a computer and assigned software; Basic public relations techniques; Budgeting practices regarding monitoring and control; Methods of collecting and organizing data and information; and Business letter/report writing techniques
3. **Licenses/Testing:** Valid CA Driver's License and evidence of insurability; Criminal Justice Fingerprint Clearance, and negative pre-employment drug screen test/negative TB results; Certification of a typing/keyboarding assessment at a minimum of sixty (60) words a minute; shorthand experience preferred

Duties & Responsibilities:

The Administrative Assistant to the Governing Board provides District-wide leadership and supervision in the following areas:

- Performs complex and confidential secretarial and administrative assistance duties to relieve the Governing Board of secretarial and administrative detail; plans, coordinates, and organizes office activities, as well as the flow of communications; maintains confidentiality of privileged and sensitive information (E);
- Prepares the Governing Board meetings; Prepares and distributes various materials as required; Prepares documents for signature by Governing Board members, Superintendent, and Staff; Maintains historical files (E);
- Types general resolutions; Issues resolution numbers to other Divisions; and Maintains a master file of resolutions for placement on Governing Board agendas for adoption (E);
- Responds to inquires from the general public, Governing Board members, and staff regarding Board policies/procedures, minutes/historical references, and Educational Code regulations (E);
- Assists with Governing Board elections; Types correspondence to candidates; Distributes candidate information packets for the Registrar of Voters; Assures proper signatures on oaths (E);
- Compiles a variety of information; computes statistical information for various Federal, State, and District reports; Processes and evaluates a variety of forms related to assigned functions (E);
- Maintains the Governing Board's budget and assures that accounts are accurate and expenditures are within Federal/State requirements; Collects and accounts for fees; Initiates purchase orders and budget transfers (E);
- Receives confidential dictation, which includes a substantial amount of technical terminology and transcribes, edits, or revises as directed; Takes minutes at group meetings, exercising judgment in taking verbatim minutes in accordance with general instructions (E);

GOVERNING BOARD: Jeanie Corral • Kim J. Cousins • Susan E. Scott • Tom Thomas • Sonja Wilson

SUPERINTENDENT: Frank W. Passarella, Ed.D.



LAKE ELSINORE UNIFIED SCHOOL DISTRICT
Administrative Assistant to the Governing Board
Job Description

- Compiles or checks reports, records, and other data for accuracy, completeness and compliance with established standards before transmittal to other offices and agencies (E);
- Receives visitors, including administrators, staff, parents, and the public while providing optimal customer service; Provides detailed and technical information concerning policies and procedures where judgment, knowledge, and interpretation of procedures and regulations are required or direct to appropriate personnel (E);
- Assures timely communications between assigned Governing Board members, District personnel, outside agencies and the public; Resolves issues as appropriate; Diffuses difficult situations and then refers to the appropriate administrator (E);
- Receives, screens, and routes, telephone calls while providing optimal customer service; Takes and relays messages as appropriate; Serves as a resource to others concerning policies and procedures (E);
- Coordinates, schedules, and attends a variety of meetings; Prepares and sends out notices of meetings; maintains appointment calendars; reserves facilities; collects and compiles information for meetings, projects, and workshops (E);
- Prepares charts and statistical information as needed; Attends meetings and takes/transcribes minutes (E);
- Composes, independently or from note/rough draft, a variety of materials including those of a confidential nature such as inter-office communications, applications, requisitions, forms, letters, contracts, special projects, legal documents, and other materials; revising as necessary to improve grammar and structure and to maintain uniformity of style and appearance; Establishes and maintains a variety of complex Governing Board records, lists, files, and records including confidential materials as directed (E);
- Coordinates travel and conference arrangements for staff as necessary; Prepares related forms and reimbursements (E);
- Receives, opens, sorts, screens, and distributes incoming mail timely; Composes replies independently or from oral direction (E);
- Trains and provides work direction/guidance to staff as assigned by the position; Assigns and reviews the work of staff (E);
- Operates a variety of office equipment including a copier, fax machine, and keyboard; Operates a computer and assigned software; Records information and generates lists, reports, and other materials as assigned (E);
- Develops and implements office procedures to assure complete, accurate, and timely operations; Creates office forms which facilitate work flow (E);
- Establishes and maintains cooperative working relationships with others; Works collaboratively with the Governing Board, Superintendent, Cabinet, District Office staff members, principals, faculty, staff, parents, and community utilizing courtesy, tact, and diplomacy (E);
- Utilizes technology to maximize job performance; Prioritizes and manages a variety of complex tasks and analyzes situations accurately and adopts an effective course of action (E);
- Attends Governing Board meetings; Acts as a back up to the Superintendent's Secretary (E);
- Assists with the on-going Governing Board Policies/Administrative Regulations and/or Exhibits updates, as well as develops and/or develops position manuals (E);
- Exercises independent judgment in the use and interpretation of District policies and procedures; Works independently with minimal direction (E);
- Assists with Inventories, orders, receives, and distributes office supplies and materials; Prepares purchase orders; Communicates with vendors to obtain price quotes;
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities;
- Assists the Superintendent by performing research and special projects as requested;

GOVERNING BOARD: Jeanie Corral • Kim J. Cousins • Susan E. Scott • Tom Thomas • Sonja Wilson

SUPERINTENDENT: Frank W. Passarella, Ed.D.



LAKE ELSINORE UNIFIED SCHOOL DISTRICT
Administrative Assistant to the Governing Board
Job Description

- Attends and participates in a variety of staff development and meetings;
- Establishes a communication network with other District/County-wide Administrative Assistants to the Governing Board;
- Performs other related duties as assigned

Working Conditions:

1. Environment:
 - a. Office environment at the District Office
 - b. Demanding timelines/Subject to frequent interruptions and daily contact with staff/community
2. Physical Abilities:
 - a. Dexterity of hands and fingers to operate a computer keyboard
 - b. Position requires occasional carrying, pushing, pulling or lifting up to 25 pounds
 - c. Sitting and/or standing for long periods
 - d. Occasional bending at the waist, kneeling, or crouching to file materials
 - e. Dexterity of hands and fingers to operate standard office equipment
 - f. Hearing and speaking to exchange information in person, on the telephone, and through email
 - g. Occasionally reaching overhead, above shoulders, and horizontally
 - h. Visual ability to read, prepare/process documents and small figures
 - i. Mobility to travel to various school sites, conference and workshops required
3. Hazards
 - a. Extended viewing of computer monitor
 - b. Working with and around office equipment having moving parts

Salary/Work Year:

Commensurate to Lake Elsinore Unified School District Confidential Salary Schedule/245 days: FLSA Exempt

Supervision:

Superintendent of Schools

Reviewed: 12/10/09
Approved: 1/21/10

GOVERNING BOARD: Jeanie Corral • Kim J. Cousins • Susan E. Scott • Tom Thomas • Sonja Wilson

SUPERINTENDENT: Frank W. Passarella, Ed.D.