

**STAFF ASSISTANT - ADL - GR-8**

**BASIC FUNCTION**

To coordinate and carry out a variety of key administrative support functions for a District program, school or department administrator.

**CHARACTERISTIC DUTIES & RESPONSIBILITIES**

- Plan, coordinate and carry out all daily activities/operations related to assigned administrative functions.
- Assist in departmental budget planning. Monitor expenditures and process budget documents.
- Coordinate, initiate, prepare, process, and/or monitor various financial-administrative-operations forms, records, reports, schedules, and other documents, ensuring timely and accurate completion/review of documents by other District personnel and/or outside individuals/organizations.
- Perform various bookkeeping functions: initiate and process financial documents related to operating budgets, capital budgets, special accounts, and the like; monitor financial activity; organize and maintain financial records; collect and disburse funds; prepare related reports.
- Assist in designing, implementing and maintaining departmental filing, record keeping and reporting systems, including computer applications.
- Coordinate, initiate, prepare, process, and/or monitor a variety of forms, records, schedules, reports, and other documents related to assigned administrative functions, ensuring timely and accurate completion/review of documents by department/District personnel, students, parents, and/or individuals outside of the District.
- Organize and coordinate various department activities/events, including arranging for all necessary facilities, staffing, scheduling, advertising/promotion, and the like.
- Develop (write, design, draft, edit, etc.) various written documents related to assigned functions, such as policy and procedure manuals, instructional materials, and the like.
- Participate in key departmental planning activities related to assigned functions, with a focus on: compiling background information/data needed for planning purposes; drafting outlines, policies, procedures, schedules, forms, related instructional/promotional material; coordinating the implementation of new program plans or operating policies-procedures-schedules; and the like.
- Plan and prepare a variety of regular and special reports related to assigned functions, involving background research, compiling and analysis of data from a variety of sources, and so forth.
- Serve as liaison with students, faculty, staff, parents, Board members, alumni, vendors, and/or other key internal and/or external constituency: present information on assigned

programs; explain, interpret and enforce standard policies and procedures; process special requests; discuss, investigate and resolve problems, referring to supervisor and advising on appropriate action to be taken as necessary.

- Perform other specialized/technical tasks related to assigned functions.
- Confer regularly with immediate supervisor, department/District personnel, and relevant outside organizations/individuals to plan, coordinate and evaluate programs-projects-activities-policies, exchange information, resolve problems, and the like.
- Train and supervise the daily activities of assigned support staff.
- On a limited basis, perform regular secretarial duties for senior department staff or administrators: type/print using word processor correspondence, reports, etc.; order office supplies; maintain appointment calendars; and the like.
- Answer phones and carry out standard reception tasks.
- Fill in for and assist ADL Administrative Secretary/Database Manager as needed.
- Perform related duties as assigned.

**SUPERVISION RECEIVED**

Minimal supervision is received from a senior administrator.

**MINIMUM QUALIFICATIONS**

Associate’s degree in an appropriate discipline plus 3 to 4 years of relevant clerical and administrative experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Good planning, administrative and organizational skills; research, writing and math skills.
- Previous experience in organizing and maintaining moderately complex filing and record keeping systems, including some experience with computerized information systems.
- Ability to communicate courteously, efficiently and effectively with a variety of individuals, including students, faculty, parents, administrators, and representatives from outside organizations.
- Good general understanding of public education organizational structure and administrative operations.
- Ability to train, work with and deal effectively with a wide variety of individuals inside and outside of the District.
- Ability to use discretion in handling confidential information.
- Physical ability to perform the essential functions of the job as outlined above.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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This general outline illustrates the type of work which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.

