

Napa Valley Unified School District

Position Description

Position: Senior Administrative Secretary	Position Number:
Department/Site: Various	FLSA: Non-exempt
Reports to/Evaluated by: Director or designee	Salary Grade: 33

Summary

Performs specialized technical, secretarial, and administrative support duties typically for an educational administrator of an organizational unit having multiple sub-functions, or a District-wide service with substantial secretarial needs. Coordinates and performs administrative projects, work flow, and support activities for the office and related functions.

Distinguishing Career Features

The Senior Administrative Secretary is part of a multi-level career path for general clerical, secretarial, and administrative support. Administrative Clerks comprise the first level, and usually part of a team of support to a department or function, concentrating on reception, customer service, compiling information for reports, and processing, transactions, forms and documents. Administrative Secretaries typically report to a department head or designee, and require the ability to provide secretarial and clerical support, requiring competencies such as and not limited to, the ability to carry out projects that involve data from other departments and sites, and research and gather for reports and special studies. Advancement to Senior Administrative Secretary requires compliance with the job qualifications and the ability to provide support to committees, official proceedings, and processes requiring a higher level of specialization at the District-level such as in teaching and learning, special education, business and budgeting processes, or other District services requiring advanced secretarial support. The Senior Administrative Secretary also requires the ability to research and review records for compliance, reimbursements, and external reporting. Advancement to Administrative Assistant is possible based on need and requires the ability to provide varied and difficult support to business and academic processes, usually reporting to an executive and of a confidential nature.

Essential Duties and Responsibilities

- Performs administrative support involving secretarial, technical, and logistics services. Applies working knowledge of the functions, policies, and procedures of the division/department, as well as those having implications to other district functions.
- Interprets and conveys policies and procedures, referring difficult or sensitive matters to an administrator. Responds to inquiries and conveys information about programs and services provided by the organizational unit.
- Organizes work by researching and setting up business and academic calendars and cycles, then establishing and sequencing deadlines and/or timelines for projects, activities, and required submissions.
- Provides support to, and may coordinate departmental projects and events, integrating them with ongoing work routines. Projects and events include but are not limited to compliance and performance reporting, enrollment and transfer processes, etc.

- Provides administrative support to special processes including, but not limited to, committees, advisory boards, and special subject group meetings. Prepares forms, revisions, and final documents to support proceedings.
- Takes notes and prepares meeting recollections. Prepares from rough drafts or instructions a variety of materials such as letters, memoranda, reports and statistical data. Composes original correspondence and forms on routine department matters.
- Maintains committee records and assists in the preparation of departmental/divisional reports by gathering and summarizing information from a variety of sources. Provides quality assurance checks on records and reports prepared by others.
- Schedules appointments and arranges meetings. Prepares schedules and informs participants, confirming dates and times. Makes lodging, conference, and travel reservations.
- Prepares documents on behalf of the administrator such as but not limited to, agreements and contracts for services, performance appraisals, proceedings, and reports used by and/or provided by the division. Processes documents for approval.
- Receives, edits, and processes payroll, staff and temporary employee timesheets, including information for stipends and other compensable elements.
- Assists one or more administrators with developing organization unit budget proposals, maintaining communications with work sections on status and information needs. Researches and identifies reimbursable services.
- Maintains approved budgets, transaction records, and audit trails, including those for capital outlay, special projects, and grant-funded activities.
- Researches and may reconcile expenditures and initiates budget allocation changes and reassignments of funds to and from various accounts, working with accounting staff to assure compliance with business practices and regulations.
- May train and oversee the work of other staff members or student assistants.
- May update content to division's web pages as approved by the supervisor.
- Researches and may prepare requisitions and claims for reimbursable services. Initiates communications to resolve, invoice, purchase order, and contractual matters with vendors and other service providers.
- Performs other related duties as assigned that support the objective of the position.

Qualifications

▪ **Knowledge and Skills**

The position requires in-depth knowledge of office practices, procedures and equipment, including the design and organization of filing systems, receptionist and telephone techniques, and letter and report writing. Requires a working knowledge of computer-based software programs that support this level of work, including, but not limited to,

word processing, spreadsheet, presentation graphics, desktop publishing, special applications used by the organization unit, and data entry onto custom databases. Requires basic skill at facilitating small group problem-solving processes. Requires sufficient math skills to perform financial, numeric, and other record keeping. Requires sufficient knowledge of proper English usage, grammar, spelling, and punctuation to prepare professional correspondence. Requires sufficient human relations skills to work cooperatively with diverse teams, convey technical information, solve problems, and exercise sensitivity when dealing with internal and external customers, and convey technical concepts.

▪ **Abilities**

Requires the ability to independently perform all of the duties of the position. Requires the ability to accurately take and transcribe notes and/or meeting minutes/recollections. Requires the ability to learn, interpret, explain and apply knowledge of District and department organization, operations, programs, functions, special terminology used in the organization unit, and labor agreements to relieve an administrator or program director of a variety of administrative details. Requires the ability to learn and apply knowledge to support curriculum development processes, to know recording and monitoring master calendar and school schedules, interpret budget information, and processing payroll transactions. Requires the ability to prepare spreadsheets, graphs and charts. Requires the ability to learn about basic budgeting, and of information systems used by the District within a reasonable time frame. Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines. Requires the ability to maintain confidentiality of private and sensitive information. Requires the ability to communicate with parents, students, staff, and the public using patience and courtesy, and in a manner that reflects positively on the District. Requires the ability to maintain productive and cooperative working relationships with others.

▪ **Physical Abilities**

The position incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature. Requires ambulatory ability to sit for extended periods of time, to utilize computers and peripheral equipment, accomplish other desktop work, and to move to various office/district locations. Requires the ability to use near vision to read printed materials. Requires auditory ability to carry on conversations in person and over the phone. Requires the ability to retrieve work materials from overhead, waist, and ground level files. Requires manual and finger dexterity to write, use a pointing device and keyboard at an advanced rate, operate microcomputer, and to operate other standardized office equipment requiring repetitive motions.

▪ **Education and Experience**

The position requires knowledge equivalent to an Associate Degree and two years of progressive administrative assistant/secretarial experience. Alternatively, may require one year of post-secondary education in a business profession and four years of experience. Additional administrative assistant/secretarial experience may substitute for some higher education.

▪ **Licenses and Certificates**

Requires a valid form of picture identification.

Working Conditions

Work is performed indoors where minimal safety considerations exist.