

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**POSITION TITLE: ADMINISTRATIVE ASSISTANT TO ASSISTANT SUPERINTENDENT  
OF BUSINESS SERVICES - CONFIDENTIAL**

**DEFINITION:** Serves at the District Level as an assistant to the Assistant Superintendent of Business Services. Duties and responsibilities require a high level of specialized and technical knowledge, responsibility, initiative and independent decision-making covering a broad range of district level activities and are performed under minimal direction. Relieves the administrator of routine administrative duties, provides general information and assistance to site administrators, classified supervisors, and to the public.

Positions are considered confidential when incumbents, in the course of duties, have access to or possess information relating to employer-employee relations or negotiations.

**ESSENTIAL FUNCTIONS: Duties may include, but are not limited to the following:**

- Perform a variety of complex, high-level clerical functions for the Assistant Superintendent of Business Services in support of all departments under the direction of Business Services.
- Type and proofread a wide variety of reports, letters, memos and statistical charts; type from rough draft, verbal instructions or transcribing machine recordings.
- Prepare report drafts; compile, assemble and summarize data for a variety of reports, including special projects.
- In coordination with the Superintendent's office, draft and prepare agenda items for Board of Education meetings
- Review and prepare items submitted by others.
- Review and update administrative details not requiring the immediate attention of a District administrator.
- Arrange committee and other meetings and send notices; may attend to take minutes; prepare summaries and distribute to appropriate staff.
- Prepare and maintain accurate budget materials, records and reports.
- Maintain the administrator's appointment calendar; schedule meetings and appointments.
- Receive and appropriately respond to telephone calls, requests for information, and complaints.
- Prepare all purchase orders, expense vouchers, work orders and office supply orders.
- Compose and type publicity for newspapers, radio and television.
- Assist in training and monitoring of work done by clerical support staff.
- Share responsibility for monitoring the copier and training operators.
- Respond to emergencies.
- Maintain confidentiality.
- Other duties as assigned.

**POSITION TITLE: ADMINISTRATIVE ASSISTANT TO THE ASSISTANT  
SUPERINTENDENT OF BUSINESS SERVICES – CONFIDENTIAL, *Continued***

**QUALIFICATIONS REQUIRED:**

- Type at a minimum speed of 60 net words per minute.
- Ability to use a computer and other office equipment.
- Efficient use of computer programs.

**Knowledge of:**

- Functions and basic secretarial operations of a school district's administration office.
- Modern office methods, practices, and procedures; receptionist and telephone techniques.
- Proper English usage, spelling, grammar and punctuation; techniques of business letter and report writing.
- Provisions of applicable laws, regulations, legislation, codes and other federal and state policies and procedures related to the functions of Business Services.
- School District policies and procedures.
- Principles and procedures of record keeping.
- Basic and complex budgeting principles and practices.

**Ability to:**

- Work independently; organize and prioritize work effectively.
- Understand and carry out complex oral and written directions.
- Type from oral direction, rough draft, copy or notes from a variety of routine and complex materials including correspondence, tests, reports, memoranda, lists and documents.
- Act independently and make minor decisions based on established procedures.
- Work under pressure and with frequent interruptions and in stressful situations with diplomacy and tact.
- Perform research, compiling information from a variety of sources.
- Ability to communicate verbally with administrators, staff, students and the community in situations requiring tact, diplomacy, and discretion.
- Analyze situations quickly and suggest appropriate action.
- Establish and maintain effective working relationships with administrators, district employees, and the community.
- Make mathematical calculations quickly and accurately.
- Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, and firmness.
- Learn and interpret specific rules, laws, and policies and apply them with good judgment in a variety of situations.
- Must be able to work well independently and as part of a team.

**EDUCATION AND EXPERIENCE REQUIRED:**

- Four years of broad, varied and increasingly responsible paid experience in secretarial work, preferably in the field of public education
- Completion of the twelfth grade.
- A college degree in business, secretarial science or a related business field or supplemental college coursework in these defined areas is desirable.

**POSITION TITLE: ADMINISTRATIVE ASSISTANT TO THE ASSISTANT  
SUPERINTENDENT OF BUSINESS SERVICES – CONFIDENTIAL, *Continued***

***PHYSICAL REQUIREMENTS: of this position are, but not limited to the following:***

**Ability to:**

- Sit for extended periods of time.
- Stand in one area for extended periods of time.
- Stand and walk for extended periods of time.
- Ascend and descend steps.
- See for the purpose of observing accuracy of reports and documents
- Hear and understand speech at normal levels.
- Communicate so others will clearly understand normal conversation.
- Communicate using the telephone and radio.
- Push/pull, squat, turn, twist, bend, and stoop.
- Lift and carry 20 lbs.
- Reach in all directions.
- Think clearly and rationally to solve problems, make good judgments and decisions.
- Work under stressful conditions.
- Perform the essential functions of this position in an accurate, neat, timely fashion
- Ability to meet the travel requirements of this position.

***WORKING CONDITIONS:***

Office working environment often subject to deadlines and stress. Sitting at a desk for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers, reaching in all directions, and prolonged periods of time working at a computer terminal.

***LICENSE OR CERTIFICATE:***

- Possession of a valid California Driver's license is desirable.
- Valid CPR/First Aid Certification is desirable.

**NOTE:** This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans With Disabilities Act regarding reasonable accommodation procedures.