

SAUSALITO MARIN CITY SCHOOL DISTRICT
Administrative Assistant to the District Office

CLASSIFICATION: Confidential Employee
TITLE: Administrative Assistant, District Office
WORK YEAR: 246Days (12 Months)

ESSENTIAL DUTIES

- Assist in general administrative operations, research projects, and routine clerical duties
- Compile data and maintain databases, records, and reports
- Act as point of first contact; answering phones, greeting visitors, and providing information or direction
- Compose, prepare, and maintain records of correspondence
- Maintain District's policies, administrative regulations, and procedures manuals
- Schedule, coordinate and maintain calendars and appointments
- Act as District liaison with Board of Trustees, Principals, Parent Clubs, Coordinating Council, Administrative Cabinet and the media
- Maintain confidentiality, a professional demeanor, and a clean and orderly office
- Prepares and publishes the District School Year Calendar
- Participate in professional development, trainings and tutorials to stay current in software applications
- Answer inquiries of District personnel
- Process requests for flyer distribution at the schools
- Maintain staff, District and Community directories
- Responsible for collection of information, preparation and distribution of First Day Packet, information for parents and students
- Assist special education director with registration and establishment of proof of residency for pre-school services provided by the county
- Obtain Spanish language translation services for documents as required
- Distribute weekly attendance report based on information provided by sites
- Perform other duties as assigned

Under the direction of the Superintendent:

- Assist Superintendent in his/her role as Secretary to the Board of Trustees and in his/her District and County responsibilities
- Attend Board meetings as recording secretary and prepare minutes
- Prepare and distribute Board packets
- Maintain official records of Board resolutions
- Responsible for collection of information, preparation, and distribution of School Accountability Report Card (SARC)

- Send communications to staff, parents, and community as needed
- Process daily mail addressed to Superintendent and Board of Trustees
- Prepare and file with various agencies: bond, parcel tax, and election documents and statements of economic interest
- Prepare and file necessary paperwork for annual organizational meeting
- Prepare Annual Organizational Meeting materials and agenda planning calendars
- Provide administrative secretarial support for a variety of committees
- Provide information on the District's inter district transfer policies/procedures
- Review inter district transfer requests for completeness, verify information, process requests, maintain ongoing report, maintain files
- Advise school site personnel on student residency issues

Under the direction of the Chief Business Officer (CBO):

- Prepare payroll
- Perform responsible and detailed bookkeeping; such as audit timesheets, compute salary expenditures, and process insurance and membership reports
- Maintain absence tracking records
- Process accounts payable
- Track and order District Office supplies
- Handle cash receipts and deposits

Under the direction of the Human Resources Manager:

- Assist with hiring process, including job posting distribution, interview preparation and new hire paperwork processing
- Maintain organization of paper flow and filing

QUALIFICATIONS (REQUIRED)

Ability to:

- Excellent secretarial skills including data entry and data processing.
- Execute the operations, procedures and policies of the District Office
- Demonstrate and maintain technological proficiency with emphasis on common software, website, and databases
- Keep accurate records and compile reports
- Keyboard at 60 w.p.m.
- Independent judgment and initiative
- Understand and carry out oral and written instructions in English
- Remain flexible, focused, and friendly during interruptions and distractions
- Follow direction
- Compile and organize reports and memoranda
- Compose effective correspondence, independently take notes at meetings, and transcribe into minutes and report
- Establish and maintain cooperative working relationships with Board members, administrators, teachers, classified staff, parents and the community at large

(DESIRED)

- Knowledge of bookkeeping procedures and practices and the ability to apply this knowledge to related duties
- Operating knowledge of office equipment.

Education and Experience

Successful completion of college courses and five year's equivalent office experience