

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

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|--------------------|-----------------------------|------------------------|------------------|
| TITLE: | Administrative Assistant II | REPORTS TO: | Assigned Manager |
| DEPARTMENT: | Various sites/locations | CLASSIFICATION: | Classified |
| FLSA: | Exempt | SALARY GRADE: | 054 OTBS |
| REVISED: | June 9, 2003 | | |

BASIC FUNCTION:

Relieve the work load of a manager by performing highly responsible administrative and staff duties and accomplishing assigned projects; direct the work of assigned staff.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. Duties may vary from site to site. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Assist a manager of a large organizational unit by performing highly responsible administrative detail of an operational or technical nature. **E**

Act as an office manager. **E**

Conduct and coordinate management, office systems, statistical, and analytical studies. **E**

Prepare or supervise the preparation of reports, manuals, district procedures, and handbooks. **E**

Develop, evaluate, implement, revise, interpret, and explain district or departmental policies, programs, and procedures. **E**

Represent the organizational unit at conferences and meetings; act as a liaison between managerial and operational staff levels. **E**

Train and direct the work of assigned staff. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from a recognized four-year college or university with a degree in business or public administration and two years of recent, related experience.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private transportation may be required for some positions in this job class (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern administrative and office procedures and methods.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

ABILITY TO:

Communicate effectively orally and in writing.

Train and direct the work of others.

Prepare reports, correspondence, statistical analyses, and financial statements.

Establish and maintain effective working relationships with all levels of staff and the public.

Operate standard office equipment, including microcomputers and related software applications.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office setting

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange; seeing to read, prepare, and proofread documents; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

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Job Code 6522

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