



Classified Job Description
Board Approved: April 5, 2017

Position Title:	Administrative Assistant - Planning and Construction
Contract Term:	12 months per year
Salary Range:	44

GENERAL DEFINITION:

Under the direction of an assigned supervisor, performs a variety of highly specialized and responsible duties in support of facility planning and construction. Coordinates the flow of information among work teams and may distribute work to other support staff. Work activities may include, but are not limited to the taking and transcribing of meeting notes, development and administration of office work flow systems, independent research, assistance in budget development and monitoring, general record keeping, and coordination of programs and projects that involve other work teams and departments.

The Planning and Construction Administrative Assistant reports to the Director of Planning and Construction.

UNDER SUPERVISION OF:

Director of Planning and Construction

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Serves as support to the Director of Planning and Construction, performing technical and complex duties involving the use of independent judgement and an understanding of departmental functions and procedures.
2. Maintains budget records and files. Prepares and inputs accounting forms such as purchase orders, journal entries, account payable and receivable. Prepares periodic printouts of financial activity and prepares summary reports. Assists in the budget development process by gathering and compiling required information.
3. Maintains a working knowledge of special terminology related to facility planning and construction.
4. May take and transcribe meeting notes or compose complex documents from rough drafts or verbal instructions using work processing software. Independently composes and distributes common correspondence and routine forms.
5. Receives walk-in guest and telephone inquiries from a variety of individuals. Initiates and receives telephone calls, provides information and resolves matters as appropriate, or routes calls as necessary.
6. Coordinates and schedules meetings. Prepares schedules and informs participants, confirming dates and times. Makes travel arrangements.
7. Attends meetings as assigned to represent the department, sometimes in place of the Director of Planning and Construction.

8. Performs routine duties that include, but are not limited to, preparation of contracts, bid packets, payment documents, and reports.
9. Coordinates the documentation and work processing of contractor performance evaluations. Tracks work-in-progress to assure timely completion.
10. Maintains committee records, assists in the preparation of departmental reports by gathering and summarizing information from a variety of sources.
11. Performs duties and coordinates construction projects or events involving multiple departments and/or locations.
12. Prepares technical reports using databases or spreadsheets to support work. Maintains up-to-date records of information to support reports. Creates, edits, and distributes reports for final review.
13. Inputs information into relational databases as required. Updates information and maintains data files. Accesses relational databases for business and facilities to extract information to supporting research and special requests.
14. Receives, prepares, handles and stores confidential information pertaining to the district or assigned department. Maintains confidentiality.
15. Other related duties as assigned.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Modern office practices, procedures and equipment.
- Activities associated with accounting, budget and payroll document processing, and statistical record keeping.
- Personal computer based software programs that support this level of work, including, but not limited to, word processing, spreadsheets, presentation graphics, and data entry on to custom databases.
- Proper English usage, grammar, spelling, punctuation, proofreading/editing, and mathematics skills.
- Terminology, policies, practices and procedures of the area to which assigned.
- Departmental procedures and standing instructions related to work performed.
- Oral and written communication skills.
- Telephone technique and etiquette.
- Operation of a computer and assigned office equipment.
- District organization, operations, policies, and objectives.

Ability to:

- Independently perform the duties of the position efficiently and effectively.
- Perform office and secretarial work with speed and accuracy.
- Learn, interpret, explain and apply knowledge of district and department organization, operations, programs, functions and special department terminology to relieve an administrator or program director of a variety of administrative details.
- Plan, organize and prioritize work in order to meet schedules and timelines.

- Communicate with faculty, students, staff, and the public using patience and courtesy, and in a manner that reflects positively on the department.
- Proficient in the use of word processing, spreadsheets and database management programs.
- Use and troubleshoot various standard office machines, including personal computers with word processing, database, desktop publishing, and spreadsheet applications.
- Effectively communicate both orally and in writing.

EDUCATION AND/OR EXPERIENCE:

High school diploma or equivalent and a desired five years of relevant secretarial, accounting, or construction experience, preferably in a school environment.

CERTIFICATES AND LICENSES:

Valid California drivers' license and evidence of insurance, access to an automobile, TB, and criminal justice fingerprint clearance.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, draw and interpret graphs. Performs arithmetic calculations at the level necessary for satisfactory job performance.

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to communicate clearly and concisely, both orally and in writing. Ability to effectively present information in one-on-one and small group situations to staff, parents, students, administrators and the public. Ability to independently compose letters, memoranda, reports and various other written and verbal communications.

REASONING ABILITY:

Ability to independently problem solve unique student and employer situations. Ability to understand and carry out detailed written and oral instructions.

OTHER SKILLS AND ABILITIES:

Knowledge of office procedures and practices, including filing systems, receptionist and telephone techniques, letter and report writing, and sound bookkeeping procedures; English usage, spelling, grammar and punctuation; ability to operate common office machines. Ability to interpret and apply pertinent school district procedures, policies, laws, rules and regulations, and to apply them with good judgment in a variety of situations. Compose routine correspondence independently; perform responsible clerical work with accuracy and speed. Make mathematical calculations quickly and accurately. Able to transcribe from tape accurately. Proficient in use of word processing, spreadsheets, and database management software. Meets the public tactfully and courteously and answer questions correctly; compile and maintain accurate records and files. Understand and carry out oral and written directions, establish and maintain cooperative relationships with those contacted in the course of work. Ability to use a computer and job-related software.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable job accommodations may be made

to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee will occasionally lift and/or push up to 40 lbs. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment may be moderate to loud.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.