EXECUTIVE ASSISTANT I BUSDFinal

BERKELEY UNIFIED SCHOOL DISTRICT Human Resources Department

CLASSIFICATION AND POSITION DESCRIPTION

TITLE	Executive Assistant I	REPORTSTO:	Assigned Supervisor

Attend a variety of meetings; prepare related agendas, Board topics, notices, reports, presentations and agendas; record and transcribe minutes; prepare and distribute minutes, updated records, statements, documents and reports to appropriate personnel

Research and compile a variety of information; compute statistical information for various federal, State and local reports; process and evaluate a variety of forms and applications related to assigned functions; duplicate materials as necessary

Input a wide variety of data into an assigned computer system; maintain automated files and records; create queries and generate a variety of computerized lists and reports; assure timely distribution and receipt of a variety of records and reports; assure accuracy of input and output data

Train and provide work direction and guidance to designated clerical personnel as assigned; provide input concerning employee interviews and evaluations as requested; train support staff on proper formats and procedures used in the office

Maintain designated budgets and assure assigned accounts are accurate and expenditures are within federal or State requirements; collect and account for fees; initiate budget transfers as directed

Prepare and maintain a variety of complex lists and records related to student information, personnel, financial activity and assigned duties; establish and maintain filing systems

Perform special projects and prepare various forms and reports on behalf of the Assistant Superintendent; attend to administrative details on special matters as assigned; perform varied duties related to the area of responsibility and assigned programs

Operate and maintain a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software; arrange for equipment repairs as needed

Communicate with other departments, administrators and outside agencies to coordinate activities, exchange information and resolve issues e

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KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Functions and secretarial operations of an administrative office
District operations, policies and objectives
Applicable laws, codes, regulations, policies and procedures
Modern office practices, procedures and equipment
Record-keeping techniques
Correct English usage, grammar, spelling, punctuation and vocabulary
Oral and written communication skills