

FALLBROOK UNION HIGH SCHOOL DISTRICT
Business Services Assistant-Confidential
Position Description

BASIC FUNCTION:

Serve as assistant to the Chief Business Officer, performing a variety of responsible daily secretarial duties and additional “project” assignments (short-term and long-term in nature), of above average difficulty, with minimal supervision; and performs related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

- Prepare Impact Aid and Survey applications
- Assist with benefits administration
- Prepare board agenda items for all departments under Business Services
- Assist with bus pass refunds
- Oversee District liability insurance program
- Assist with risk management programs
- Administer and monitor Workers’ Comp claims
- Oversee claims against the district
- Oversee developer fee study and reporting
- District Notary
- Oversee facilities bids (Formal or CUPCCA)
- File independent contractor reports with EDD
- Oversee scholarship payments
- Attend negotiation sessions and prepare draft minutes, district proposals and update Bargaining Unit Contracts
- Assist with re-set of employee passwords in PeopleSoft
- Enter suppliers in PeopleSoft Finance system
- Oversee travel and conference activities for district employees
- Update website for Business Services and District Office
- Assist with District Purchasing

QUALIFICATIONS:

Knowledge of:

- Office practices and procedures
- Functions and clerical operations of an executive office
- Meeting planning and negotiation techniques
- Computer operation and database/spreadsheet management
- Preparation of business correspondence
- Filing systems and file/archive management
- Telephone techniques and etiquette in dealing with the public
- Knowledge and use of business forms and their creation

Ability to:

- Perform a variety of administrative support work involving use of independent judgment
- Set priorities and maintain focus on goals to complete multiple projects by established deadlines
- Perform in a variety of executive office environments and maintain the highest level of confidentiality
- Establish and maintain cooperative relations with district certificated and classified staff, private business community, other school districts, and with the San Diego County Office of Education
- Assert one's self and meet/greet the public in situations requiring tact, diplomacy and poise
- Prepare reports and compose letters independently with accuracy and speed
- Ability to address stressful situations, and promote chain-of-command decision making
- Keyboard at a minimum rate of 55 words per minute

Experience and Education Required:

High school graduation or its equivalent required, Business College, college training or bachelor's degree desirable. Five years of responsible and varied administrative support experience, preferably in a high school or school district office environment. Knowledge of English usage, spelling, grammar, punctuation and proof reading techniques, District policies, rules and regulations applicable to the local school. Computer experience and proficiency using Microsoft Excel, Word and Outlook required.

Physical Requirements:

Ability to sit and work with a computer for extended periods of time; dexterity of hands and fingers to repetitively operate a computer keyboard, and other office equipment; visual ability to read (which may be corrected) printed matter and computer monitor display; ability to kneel and bend at the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting light objects up to 25 pounds.

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 is usually moderate.

Supervisor: Chief Business Officer

Work Year: 12 Months

Salary: Range 2 on the Confidential Salary Schedule

Overtime Status: Non-Exempt

Created: 11/2015

Board Approved: 12/7/2015

Pending Board Approval on 10/8/2018