

**Maxwell Unified School District
Job Description**

**JOB TITLE: EXECUTIVE ADMINISTRATIVE ASSISTANT /
PAYROLL TECHNICIAN**

POSITION SUMMARY:

This is a confidential position reporting directly to the Superintendent. Primary responsibilities include Administrative Assistant to the Superintendent, payroll, absent tracking and a wide variety of clerical duties relating to the administration of the District.

ESSENTIAL FUNCTIONS:

- Initiates and answers phone calls for the Superintendent. Makes appointments for the Superintendent, with responsibility for appropriate scheduling of Superintendent's time. Interviews callers to determine the nature of their business and handles routine calls, furnishing information of a general or limited technical nature as instructed. Always keeps the Superintendent and/or Business Manager informed of actions taken.
- Composes independently, or from oral instructions, letters requiring or giving information or dealing with routine matters not involving policy questions. Types reports, memoranda, and other materials.
- Makes arrangements by letter or telephone for meetings and conferences.
- Operates office machines; makes necessary contacts for service calls.
- Responsible for maintenance and record keeping of postage meter. This includes ensuring that adequate postage is on the meter at all times.
- Pick-up and Distribute mail
- Receives and distributes goods.
- Responsible for general office filing and maintains District history files.
- Assists the community and parents with facility use and private driver matters.
- Maintains district organizational charts and directories
- Process accounts receivable (includes the summary log)
- Responsible for reconciling bank statements, and making bank deposits for Abatements, Emergency, Scholarship, & High School Student Body Funds.
- Responsible for disbursing scholarship funds
- Provides direct supervision to the Student Body Treasurer (one school period per day).
- Primary responsibility for the issuance and tracking of appropriate keys to District personnel for the High School site.
- Distributes recruitment notices and sends out correspondences upon completion of hiring process.
- Set up interview panel and interviews for applicants, making sure interview packets are readily available.
- Inputs new employee information into QSS/QCC.
- Maintains leave records for all employees, tracking vacation and sick leave used.

- Develop and maintain position control
- Maintain files and manages worker's compensation and unemployment claims.
- Maintains personnel records of district employees
- Distribute completed warrants
- Calculate, process, and distribute payroll.
- Prepares Board agendas, as directed by the Superintendent and Business Manager, ensuring all agenda items have appropriate information.
- Contacts Board members when packets are available. Distributes and posts agendas per instructions and in compliance with Brown Act requirements.
- Ensures that the Board Room is set up for each meeting. Keeps Board meeting records, and prepares drafts of minutes for administrative review. Responsible for finalizing minutes, duplicating and distributing them. Assists in the follow-up of agenda items for actions after the meeting. Attends Board of Education meetings.
- Processes all Board policy revisions.
- Acts as a district contact person for CALPADS, CBEDS and other various reports, compiling information and filing reports.
- Prepares all preliminary paperwork for expulsion of a student, attends the Board hearing, keeps records and prepares minutes of hearing and final notification to parent. Maintains all records related to discipline issues.
- Performs other duties as assigned.

DESIRED QUALIFICATIONS:

- 2 years of progressively responsible experience, preferably in California School business
- Computer literate and the ability to work on multiple tasks
- Ability to communicate effectively with parents, students and staff in both oral and written form.
- Ability to organize and prioritize work, and deal effectively with a wide variety of demands and operating conditions, through the utilization of independent judgment and initiative.
- Ability to maintain and enhance working relationships with members of the Board of Trustees, parents, students, and MUSD personnel, as well as individuals from other organizations.
- Ability to work and maintain confidential records.
- Must be a high school graduate.

PHYSICAL DEMANDS:

- The work is sedentary, although the employee may perform some walking, standing, bending, or carrying of light items. No special physical demands are necessary to perform the work.
- Work is typically performed in an adequately lit and climate controlled office.
- May require occasional travel

Board Approved: 12/12/17