

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

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|----------------|------------------------|-------|
| 3/2022 | MANAGEMENT ASSISTANT 2 | C4.4 |
| Effective Date | Job Title | Index |

DEFINITION

To plan, coordinate and review the work of assigned clerical personnel; and to perform a variety of highly responsible confidential administrative duties involving such activities as research, development and documentation of projects and assignments that require advanced journey level technical knowledge in an assigned area of responsibility.

CLASS CHARACTERISTICS

This is the advanced journey level class in the Management Assistant series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees in this classification are responsible for the implementation and management of operations for a district-level department and/or district program. Employees perform the most difficult and responsible types of duties assigned to classes within this series including performing duties that require a higher level of technical knowledge and/or providing work coordination of assigned personnel. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from an assigned supervisor. Methods of performing tasks are the responsibility of the employee so long as performed within the established policies or as prescribed by rules and regulations. Work is reviewed only periodically to assure performance with standards and to measure results.

EXAMPLES OF DUTIES - May include, but are not limited to, the following:

In accord with guidance or requirements from their direct supervisor, implements and manages the operations of an assigned district-level department or program.

Plans, coordinates and reviews the work of assigned clerical personnel; recommends alternatives to office systems and procedures.

Conducts complex studies, research, and evaluations pertaining to administrative problems, projects, and assigned area of responsibility.

Compiles, analyzes, and evaluates data and prepares estimates, statements, and reports based on such data.

Participates and represents the District or department on committees and task forces; provides technical assistance as necessary.

Assists management in special projects and programs such as salary administration, costing for bargaining, and preparation of materials for negotiations; researches and develops preliminary analysis and recommendations.

Interprets and applies rules, policies, procedures, and regulations affecting assigned area of responsibility.

Serves as a resource to and liaison between the supervisor and other employees and the general public.

Coordinates operations of an assigned unit or program area.

Assists in the evaluation of employees in lower classifications.

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May arrange and organize meetings and training sessions as necessary.

Performs related duties consistent with job description and assignment.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of school administration and management including budgeting.

Statistical and analytical methods and techniques.

Principles and practices of research, problem solving, and program evaluation.

Principles and practices of work organization and simplification.

Principles and practices of planning, coordinating and reviewing the work of others.

Pertinent rules, policies, procedures, and regulations affecting assigned area of responsibility.

Ability to:

Research, compile and analyze complex technical information and to prepare narrative and statistical reports.

Exercise independent judgment in making technical and procedural decisions regarding work organization and assignment, work methods, and work products.

Assist in formulating and implementing technical and procedural policies and practices.

Assist in developing short and long range goals and objectives.

Plan, organize, and direct the flow of work within a large office with a high volume of work.

Monitor budgets, prepare reports on budget activities and make budget projections on major elements of District budget.

Operate a computer terminal to enter, revise, and retrieve information and to formulate methods of collecting and presenting information; and to generate complex reports.

Prepare complex technical reports.

Analyze and resolve technical and procedural problems and develop and implement plans and procedures.

Develop and maintain procedural systems and controls.

Evaluate and establish work priorities.

Coordinate the work of others and assist in evaluating the performance of employees.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

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Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is appropriate. A representative way to obtain the knowledge and abilities would be:
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Experience:

Three years of responsible analytical and technical program support experience.

Training:

Equivalent to an Associate's degree from an accredited college or university with major course work in business, public administration, education or a related field.