

## **JOB DESCRIPTION**

### **San Leandro Unified School District**

#### **Administrative Assistant – Bond Program Department**

##### **Purpose Statement**

The job of Administrative Assistant – Bond Program Department is done for the purpose/s of performing a variety of complex clerical support duties related to the District's Bond Program. They will assist in ensuring the smooth and efficient operation of the Bond Program office, handling a broad combination of tasks such as office administration, providing support to staff, maintaining construction project files, and coordinating communication with contractors, architects, consultants, and visitors, staff and families. The Administrative Assistant will play a key role in supporting the Bond Program by handling administrative details, performing research, preparing documentation, coordinating meetings, and assisting with construction project documentation.

This job reports to the Assistant Superintendent -Facilities And Operations.

##### **Essential Functions**

- Provide varied and complex clerical support to the Bond Program Department and office staff. This includes answering telephones, greeting contractors, architects, consultants, and visitors, and assisting with general office duties
- Maintains Bond Program construction project files and assists in filing change orders and recording requests. Compile, assemble, verify, and prepare data for records and reports.
- Assists in coordinating the financial data and cost accounting systems and services necessary to maintain accountability for professional analysis, planning and accounting for governmental funds, construction projects, grants, bonds and other financial instruments of the school district.
- Serve as a liaison between the public, school sites, and Bond Program consultants, providing information and assistance as needed. Coordinate and communicate with District staff, outside organizations, and other departments regarding office operations and construction projects.
- Files forms and documents with various state agencies in compliance with program requirements.
- Coordinates and consults with other District departments, governmental agencies, auditors on financial and data sharing needs.

- Schedules meetings, attends and participates in meetings, workshops, conferences, and appointments. Prepares agenda items and back-up materials for various meetings, take and transcribe minutes, and assist in organizing events related to the Bond Program.
- Assist in the preparation of bid documents, legal documents, and contract materials.
- Compose and type letters, reports, memoranda, requisitions, and other written materials.
- Receive, sort, and distribute incoming, outgoing, and internal mail. Maintain sign-in sheets for visitors and manage the reception area, including answering phones and directing calls.
- Perform research, analysis, and evaluation of policies for Bond Program construction projects. Assist in preparing reports as directed and provide statistical information.
- Travel to various school sites for construction meetings and project oversight.
- Orders materials, supplies, forms, etc. upon approval of the administrator

### **Other Functions**

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE of school facility practices and procedures related to planning and construction, particularly in California. Familiarity with modern office practices, procedures, and equipment. Basic construction cost accounting techniques. Ability to operate a computer and assigned software systems. Strong record-keeping, filing, and organizational skills. Proficient in telephone etiquette and communication. Basic report preparation techniques and the ability to proofread and verify the accuracy of documents. Generally accepted accounting and auditing principles, practices and procedures. Strong oral and written communication skills, including grammar, spelling, and punctuation. Ability to maintain effective and courteous working relationships with staff, contractors, and the public.

ABILITY to perform complex and varied clerical support duties. Communicate clearly and concisely both oral and in writing. Interpret and explain applicable laws, codes, rules, regulations, policies and procedures. Answer telephones and greet the public courteously. Maintain records and files. Compile, assemble, verify and prepare data for records and reports. Understand and follow oral and written directions. Establish and maintain cooperative and effective working relationships with others. Meet schedules and timelines. Determine appropriate action within clearly defined guidelines. Compose correspondence and written materials independently. Receive, sort and distribute mail. Add, subtract, multiply and divide quickly and accurately. Operate a variety of office equipment including a computer and assigned software. Complete work with many interruptions.

### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

## **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment. Office environment with constant interruptions. Hearing and speaking to exchange information. Sitting or standing for extended periods. Bending, kneeling, or crouching to file materials. Seeing to read a variety of materials.

**Experience** Job related experience with increasing levels of responsibility is desired.

**Education** High school diploma or equivalent

**Equivalency**

**Required Testing**

Must pass the district's qualifying exam.

**Certificates**

Evidence of Insurability

**Continuing Educ./Training**

**Clearances**

Criminal Justice Fingerprint/Background  
Clearance

TB Screen

**FLSA Status**

Non Exempt

*Pending approval*

**Approval Date**

Board Approved May 13, 2025

**Salary Range**

48