



SAN MATEO UNION HIGH SCHOOL DISTRICT

CONFIDENTIAL JOB DESCRIPTION

JOB TITLE: EXECUTIVE COORDINATOR TO THE ASSOCIATE SUPERINTENDENT OF BUSINESS SERVICES

REPORTS TO: Deputy Superintendent of Business Services

SITE: District Office

CLASSIFICATION: Confidential

WORK YEAR: 12 MONTH

SALARY: Range 349 – Confidential Salary Schedule

APPROVED BY THE BOARD OF TRUSTEES: 1/23/2020

JOB SUMMARY:

Under the direction of the Deputy Superintendent of Business Services, the Executive Coordinator serves as the assistant to the Deputy Superintendent Business Services managing the administrative functions and details of the Deputy's office in the area of Business Services, by performing skilled and complex administrative support work. This position participates in planning, organizing, and scheduling meetings and events related to the scope of assigned responsibilities which includes the District's connection with the community. This position transmits information, decisions, and directives; receives and attempts to resolve complaints/problems; maintains Deputy Superintendent's calendar and general, confidential and special files used by the Deputy Superintendent; receives, screens, prioritizes, routes and/or handles the Deputy Superintendent's mail, assisting in responding promptly to correspondence, phone calls, requests for information, etc. This position assists, collaborates, and provides backup to all support staff in Business Services and provides administrative assistance to the Director of Budget and Fiscal Services as needed. This position performs note taking for highly technical and financial matters; performs highly complex and responsible administrative projects that are financial or legal in nature, or of a confidential nature ; maintains records and filing systems; oversees the work of others; and performs related work as assigned.

This position is distinguished from the Administrative Assistant I and II classifications by the nature, scope and complexity of the work which requires the direction, assignment and coordination of multiple department members, including administrative support to a senior level school district official. Requires a familiarity of professional development, and a higher degree of proficient communication, clerical, managerial, organizational and analytical skills; requires knowledge of the operations, policies, functions, and organizational relationships within the District Office. The work requires a higher degree of flexibility, initiative, independence, and judgment in the selection and application of methods or procedures to resolve problems and accomplish tasks. Involves interaction with a wide variety of information on a strictly confidential basis and involves constant contact with the public. This position requires attendance at assigned public meetings/events outside of established working hours.

ESSENTIAL FUNCTIONS:

- Provides administrative support to the Deputy Superintendent; requires use of independent judgment, and a thorough understanding of department policies, functions and procedures.
- Maintains highly technical financial matters, insurance, claims, and risk management.
- Researches, compiles and analyzes data for documentation of information and preparation of reports.
- Administers Developer Fees collections and compile data.
- Prepares letters, memoranda, reports, contracts, and other documents. Files, records, and distributes all documents as required.

ESSENTIAL FUNCTIONS (cont'd):

- Serves as resource person regarding department policies, procedures and activities by answering questions and providing information; serves as liaison for the Deputy Superintendent with District Office staff, school staff, parents, contractors, vendors, and members of the community.
- Develops and implements office filing systems and administrative procedures to ensure the smooth transition and storage of office documents.
- Maintains appointment schedules and calendars; makes travel arrangements; arranges conference attendance for Business Services staff.
- Provides support services to District department heads and principals concerning aspects of the fiscal services activities. Attends and takes minutes at meetings, some of which may be in the evenings or weekends, including but not limited to Citizen Oversight Committees for all Bond Measures and Budget Advisory Committee meetings; prepares and distributes per Brown Act requirements, agendas, meeting materials, and meeting minutes. Maintains all assigned committee records.
- Compiles information and develop charts for preparation of the District budget reports.
- Checks reports, records, forms and other documents for accuracy, completeness, and conformance with school District standards.
- Prepares agenda materials utilizing online agenda program for submission to the Board of Trustees.
- Prepares requisitions, check requests, and travel expense reports.
- Reviews mail and, as appropriate, generates response.
- May plan, prioritize, and supervise the work of staff responsible for providing administrative support within the department to which assigned.
- Creates new web pages, maintains and regularly update Business Services section of District website.
- Develops and places legal and other public advertisements in local newspapers.
- Coordinates and oversees all aspects of Business Services meetings and events, onsite and offsite.
- Develops, edits, and coordinates department and construction marketing and public relations materials.
- Oversees construction pre-qualification process.
- Acts as point-of-contact with San Mateo County Schools Insurance Group for liability issues, certificates of insurance, lawsuit coordination and other legal concerns.
- Oversees, tracks and responds to Public Information Requests.
- Receives, verifies and processes all District donations.
- Manages District brokerage account for donations of stocks.
- Acts as point-of-contact with construction management firm for timely resolution of issues, signatures; coordination of correspondence and documents to be filed with the state.

EMPLOYMENT STANDARDS:

Incumbents must be able to perform essential functions above with or without reasonable accommodation.

QUALIFICATIONS:

Education/Training Experience

- Associate Arts degree or equivalent or advanced level coursework in the secretarial field.
- Five (5) years of senior-level secretarial experience including the exercise of independent judgment, preferably within a school district.

KNOWLEDGE OF/ABILITY TO:

- Type accurately at 65 words per minute.
- Secretarial practices and procedures.
- Office administrative and records management techniques and procedures.
- Microsoft Word/Office software.
- Adobe Acrobat software.
- Correct English usage, spelling, grammar, and punctuation.

- Financial instruments.

KNOWLEDGE OF/ABILITY TO (cont'd):

- Notary Public Certification.
- Accounting practices.
- Web page software and writing style.
- Web search engines.
- Construction and purchasing processes and procedures.
- Legal and best business practices.
- Understand and communicate the role, services and functions of a large school program district.
- Learn, interpret, and communicate department rules, regulations, and policies.
- Plan and organize work.
- Analyze data and make decisions on procedural matters without immediate supervision.
- Analyze situations accurately and adopt effective courses of action.
- Communicate effectively both orally and in writing.
- Maintain a variety of complex business records and files.
- Research information from a variety of sources and prepare reports.
- Compile and analyze data, and prepare reports and other materials.
- Deal effectively with a variety of personalities in situations requiring diplomacy, poise and firmness.
- Make arithmetical calculations using a calculator accurately.
- Utilize web-based programs to upload documents and attachments, update and create web pages, search for articles and other information and create mail groups in email.
- Record dictation and transcribe accurately and quickly.

PHYSICAL DEMANDS/WORKING CONDITIONS WITH OR WITHOUT REASONABLE ACCOMMODATIONS

- Ability to sit for long periods of time.
- Ability to work in a fast paced environment
- Ability to operate a computer keyboard and calculator.
- Ability to multitask in a busy environment
- Ability to tolerate noise level in the working environment.

LICENSE/OTHER REQUIREMENTS:

- Department of Justice fingerprint clearance
- Evidence of Tuberculosis clearance

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

Equal Opportunity Employer Statement

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.