

Corning Union Elementary School District
Job Description

JOB TITLE: ADMINISTRATIVE ASSISTANT/MAA COORDINATOR

Salary Range:	Confidential, Range 8	Department:	Clerical
Reports To:	Business Manager	Approved By:	Board of Trustees July 14, 2005

POSITION SUMMARY:

Oversees and processes the MediCal Administrative Activities (MAA) data collection and reporting procedures. Assists in maintaining cafeteria applications, various cafeteria records and reports. Assists the Maintenance Department with various clerical and purchasing duties. Assists the Business Manager by performing complex and confidential administrative assistant duties. Maintains official records and performs other job related duties as required.

ESSENTIAL FUNCTIONS:

Oversees the MAA data collection process, ensuring compliance by affected employees.

Assists certificated and classified employees with MAA data collection.

Utilizing collected MAA information, generates the necessary reports in a timely fashion.

Works closely with the regional MAA coordinator and remains current with MAA regulations.

Maintains various confidential records.

Prepares documents, resource materials and a wide variety of written material including those of a confidential nature; composes and prepares routine correspondence; checks reports, records and other data for accuracy, completeness and compliance with established standards.

Utilizes modern computer terminals and software to develop, design and produce a variety of documents and records by using word processing, database, and spreadsheet software.

OTHER RESPONSIBILITIES (NONESSENTIAL FUNCTIONS):

May assist in a variety of office operations and services; may receive and transcribe dictation of letters, reports, memos and other correspondence; may prepare correspondence independently from notes, instruction or own initiative; may take notes and prepare minutes for a committee or board.

May be required to attend various training sessions, workshops, and inservice.

Other related duties as assigned.

QUALIFICATIONS, EDUCATION, EXPERIENCE AND SKILLS:

Knowledge and ability to:

Exercise discretion, tact, diplomacy and poise in meeting the public; maintain a good working relationship with other agencies, such as educational organizations, State and local government bodies, etc.; perform difficult, responsible and confidential secretarial and office support work; exercise analytical skills in identifying specific needs in designing appropriate modifications to administrative systems; prepare clear, concise and accurate records and reports; operate a computer terminal and utilize office support software to prepare documents and reports, input and retrieve data, and prepare reports and information compilations; speak and write effectively; must be highly organized.

Any combination of training and experience which could likely provide the required knowledge and abilities is qualifying. A typical way to obtain this knowledge and abilities would be: four (4) years of increasingly responsible public agency experience, including experience with automated systems, preferably including public educational agency experience.

College level or business school course work in office support and business management highly desirable.

Proficient knowledge of personal computers and various software programs.

Ability to type 60 net words per minute.

Ability to speak, read, write, and communicate effectively in both the Spanish and English languages is highly desirable.

Ability to work independently with a minimum of guidance and supervision, following oral and written directions.

Must have personality to maintain human relationships demanded in a public service agency.

Must possess a valid California Driver's License.

Ability to maintain a high degree of confidentiality, flexibility, initiative, and creativity.