



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
POSITION DESCRIPTION**

TITLE:	Adult School Program Specialist	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	As assigned	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	11 months/Calendar 5019 7.5 hours per day or duty days/hours as assigned
APPROVED: Board Commission	5-27-20 6-4-20	SALARY GRADE:	Schedule: 56 Range: 52

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform varied and responsible administrative support duties to relieve the administrator of administrative and clerical detail; plan, coordinate and organize office activities and coordinate flow of communications and information for the administrator; prepare and maintain a variety of manual and automated records and reports related to assigned activities.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Perform varied and responsible administrative support duties to relieve the administrator of administrative and clerical detail; plan, coordinate and organize office activities and coordinate flow of communications and information; assure smooth and efficient office operations
- Serve as primary administrative support to the assigned administrator; perform public relations and communication services for the administrator; receive, screen and route telephone calls; take, retrieve and relay messages as needed; schedule and arrange appointments, conferences and other events
- Receive visitors, including administrators, staff, and the public; provide information or direct to appropriate personnel; exercise independent judgment in resolving a variety of issues; refer difficult issues to the administrator as needed; provide general information and assistance related to program or organizational operations and related laws, rules, regulations, policies and procedures
- Compile information and prepare and maintain a variety of records, logs and reports related to programs, students, financial activity, budgets, attendance, staff, projects and assigned duties; establish and maintain filing systems; revise, verify, proofread and edit a variety of documents
- Input a variety of data into an assigned computer system; establish and maintain automated records and files; initiate queries, develop spreadsheets, manipulate data and generate various computerized lists and reports as requested; assure accuracy of input and output data
- Compose, independently or from oral instructions, note or rough draft, a variety of materials such as inter-office communications, forms, letters, memoranda, bulletins, agenda items, labels, fliers, requisitions, handbooks, newsletters, brochures, certificates, contracts and other materials; format materials to meet program and office needs

- Research, compile and verify a variety of data and information; compute statistical information for various reports as necessary; process a variety of forms and applications related to assigned functions; duplicate and distribute materials as needed
- Coordinate, schedule and attend a variety of meetings, workshops and special events; prepare and send out notices of meetings; compile and prepare agenda items and other required information for meetings, workshops and other events; set up equipment and supplies for meetings and other events as needed; take, transcribe and distribute minutes as directed
- Perform a variety of clerical accounting duties in support of assigned program or office as assigned; monitor funds for income and expenditures; assist in assuring expenditures do not exceed established budget limitations as assigned; calculate, prepare and revise accounting and budgetary data; balance and reconcile assigned accounts and budgets as required
- Oversee the accounts receivables and payables for the adult school. Ensures proper billing to adult school partners, reconciles all billing issues. Processes all invoices according to established procedures; verify work completed or materials received; approves billings and submits to accounting for proper and timely payment.
- Perform special projects and prepare various forms and reports on behalf of the assigned administrator; attend to administrative details on special matters as assigned
- Prepare, negotiate and review MOU's with contracting vendors, student service providers and independent contractors. Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns.
- Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software
- Receive, sort and distribute mail; receive and respond to e-mails; prepare and distribute informational packets and bulk mailings as directed
- Maintain appointment and activity schedules and calendars; coordinate travel arrangements and hotel reservations as necessary; reserve facilities and equipment for meetings and other events as needed
- Monitor inventory levels of office and designated supplies; order, receive and maintain appropriate levels of inventory as required; prepare, process and code purchase orders and invoices as assigned; arrange for billings and payments as directed
- Responsible for ordering all adult school text books and instructional materials; Including sourcing and pricing including maintaining inventory and collection of books and oversee the book school sales an inventory.
- Performs technical HR and Payroll functions for the program, including verifying FTE, verifying and calculating instructional hours on timesheet, managing and reporting benefit eligibilities, calculating hours for STRS retirement reporting, monitoring and reporting step increases and sick leave, reviewing and completing personnel actions.
- Monitor funds and account balances of assigned programs and related financial activity for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are **within budget**

limits and fiscal practices are followed. Generates budget transfers from appropriate budget codes as appropriate and as need. Assist Adult School Principal and Budget Analyst with preparation of fiscal budget.

- Conducts routing accounting activities for accounts payables, accounts receivable, cash deposits, recording and cash management. Reconciles bank statements, prepares accurate account distributions of cash receipts and disbursements. Answers inquiries from district employees and outside vendors regarding accounts.

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Department or program organization, operations, policies and objectives

Policies and objectives of assigned programs and activities

Terminology, practices and procedures of assigned office

Record-keeping and filing techniques

Business letter and report writing, editing and proofreading

Telephone techniques and etiquette

Methods, procedures and terminology used in clerical accounting work

Modern office practices, procedures and equipment

Correct English usage, grammar, spelling, punctuation and vocabulary

Data control procedures and data entry operations

Interpersonal skills using tact, patience and professionalism

Operation of a computer and assigned software

Oral and written communication skills

Methods of collecting and organizing data and information

Mathematic calculations

ABILITY TO:

Perform varied and responsible administrative support duties to relieve the administrator of administrative and clerical detail

Plan, coordinate and organize office activities and coordinate flow of communications and information for the administrator

Assure smooth and efficient office operations

Learn District operations, policies and objectives

Learn, interpret, apply and explain laws, codes, rules, regulations, policies and procedures

Compose correspondence and written materials independently or from oral instructions

Perform a variety of clerical accounting duties in support of assigned department or program

Keyboard or input data at an acceptable rate of speed

Answer telephones and greet the public professionally

Complete work with many interruptions

Compile and verify data and prepare reports

Maintain a variety of records, logs and files

Utilize a computer to input data, maintain automated records and generate computerized reports

Establish and maintain cooperative and effective working relationships with others

Meet schedules and time lines

Work independently with little direction

Communicate effectively both orally and in writing

Add, subtract, multiply and divide with speed and accuracy

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college level course work in secretarial science or related field and **six** years of clerical or administrative support experience involving frequent public contact

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

Constant interruptions

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person or on the telephone

Dexterity of hands and fingers to operate a computer keyboard

Seeing to read a variety of materials

Sitting or standing for extended periods of time

Bending at the waist or kneeling to file and retrieve materials