

0204-261
REVISED
03-03

DISTRICT ADMINISTRATIVE SUPPORT - LEVEL 4

DEFINITION

This level covers advanced administrative services work in a school district office as well as some supervisory responsibilities. The incumbent is responsible for the analysis of reports and maintaining various controls. Work is performed with considerable independence and a comprehensive knowledge of activities, procedures, methods and techniques is needed to accomplish the necessary operations or processes. Review of work is after the fact. Functions may require recommendations for solution of problems and changes to methods and procedures. There is some latitude in the methods used in the accomplishment of established objectives.

N.B. Other related responsibilities may be assigned from time to time as may become necessary to the operation of the district office.

QUALIFICATIONS

Graduation from high school supplemented by postsecondary training, typically a one-year program in a related field, and a minimum of five years' related work experience; including some supervisory experience; or any equivalent combination of training and experience.