

0205-261

REVISED

03-03

DISTRICT ADMINISTRATIVE SUPPORT - LEVEL 5

DEFINITION

This level covers advanced and supervisory administrative services work in a school district office. The incumbent will have overall responsibility for the efficient operation of a section, including the motivation and evaluation of staff and monitoring and controlling various programs. Work involves planning, delegating, coordinating and supervising the work in this section. Specialized skills are required, which gives additional depth or breadth to the functions being accomplished. Work requires the application/enforcement of established policies, methods and procedures. Evaluating new and existing methods and procedures and making recommendations for amendments may also be required. Review of work is after the fact. Duties provide considerable latitude for initiative and independent judgement within the framework of program 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 six years' related work experience, including two years' supervisory experience; or any equivalent combination of training and experience.