

EXECUTIVE ASSISTANT

DEFINITION:

Under the supervision of the Superintendent, performs highly responsible and confidential secretarial and administrative assistant duties to relieve the Superintendent of a variety of administrative details; interprets policies and regulations to officials, staff and the public; plans, coordinate and organize office activities and flow of communications and information for the Superintendent; provides support to the Board and prepares Board agendas; maintains confidentiality of sensitive and privileged information.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Performs highly responsible duties to relieve the Superintendent of a variety of secretarial and administrative details; plans, coordinates and organizes office and department activities and flow of communications for the Superintendent; maintains confidentiality of privileged and sensitive information.
- Receives, screens and routes telephone calls; greets and assists visitors; refers callers or visitors to appropriate staff members; takes and relays messages; responds to requests, complaints and questions from officials, staff and the public; interprets policies and regulations to officials, staff and the public.
- Oversees and participates in the collection and assembling of material for the Board of Education and prepares Board agenda; creates assigned Board reports; proofs and organizes Board agenda.
- Composes correspondence independently on a variety of matters including those of a confidential nature; prepares, formats, edits, proofreads and revises written materials.
- Compiles legal research, gathers facts, retrieves information, drafts and summarizes legal documents. Collects, compiles and utilizes technical information, to make recommendations to administrator.
- Stays informed of California Public Information Act rules and regulations, compiles information, collects data and provides information requested.
- Maintains confidentiality regarding issues related to negotiations and collective bargaining matters.
- Coordinates and schedules various appointments and meetings; maintains and coordinates the Superintendent's calendar; prepares and disseminates calendar of events; coordinates and arranges special events and activities for the Superintendent as assigned; updates assigned website as required.
- Provides assistance to the Board of Education as assigned by the position; researches and answer questions concerning policy and law; coordinates Board requests and activities as assigned; complies with Board requests, conducts requested research and creates meeting documents as assigned.
- Receives, sorts and routes incoming correspondence for Superintendent and Board; review sand determine priority of incoming mail; compose replies independently or from oral direction; prepares notices, packets and informational materials for mailing; edits and proofs assigned communications for District-wide distribution.
- Attends a variety of meetings and compile related notices, reports and agendas; records and transcribes minutes; updates records and related documents in response to Board resolutions concerning organizational policies, procedures and administrative regulations; distributes minutes, updated records, documents and reports to appropriate personnel.
- Inputs a wide variety of data into an assigned computer system; maintains automated files and records; creates queries and generates a variety of computerized lists and reports; assures timely distribution and receipt of a variety of records and reports; assures accuracy of input and output data; establishes and maintains filing systems.
- Performs special projects and prepares various forms and reports on behalf of the Superintendent; attends to administrative details on special matters as assigned; performs varied duties related to the superintendent's area of responsibility and assigned programs.
- Complies with and responds to public records requests of assigned offices and departments according to established procedures.
- Trains and provides work direction and guidance to assigned personnel; assists in personnel selection and disciplinary recommendations and provides input for employee evaluations as requested; arranges for substitute personnel as assigned.
- Communicates with a variety of personnel, District departments and outside agencies to exchange

information, coordinate activities and resolve issues or concerns.

- Operates and maintains a variety of office equipment including a calculator, copier, fax machine, computer and assigned software; arranges for equipment repairs as needed.

QUALIFICATIONS GUIDE

Knowledge of:

- Functions and secretarial operations of an administrative office.
- Organizational operations, policies and objectives.
- Applicable laws, codes, regulations, policies and procedures.
- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Methods of collecting and organizing data and information.
- Business letter and report writing, editing and proofreading.
- Public relations techniques.
- Operation of a computer and assigned software.
- Principles of training and providing work direction.

Ability to:

- Perform highly responsible and confidential secretarial and administrative assistant duties to relieve the Superintendent of a variety of administrative details.
- Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
- Plan, coordinate and organize office activities, public relations and flow of communications and information for the Superintendent.
- Organize complex material and summarize discussions and actions taken in report form.
- Compile and prepare comprehensive reports concerning a broad spectrum of subject matter.
- Compose effective correspondence independently.
- Maintain a variety of complex and confidential files and records.
- Assure efficient and timely completion of office and program projects and activities.
- Understand and resolve issues, complaints or problems.
- Type or input data at an acceptable rate of speed.
- Operate a variety of office equipment including a computer and assigned software.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Plan and organize work.
- Meet schedules and time lines.
- Prioritize and schedule work.
- Work independently with little direction.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.
- Train and provide work direction and guidance to assigned personnel.

EDUCATION/EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in secretarial science or related field and five years of increasingly responsible secretarial or administrative assistant experience.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 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.
- Lifting and carrying light objects up to 10 pounds.

WORK ENVIRONMENT:

Office environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

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