

EXECUTIVE ASSISTANT TO THE SUPERINTENDENT

OVERALL JOB PURPOSE STATEMENT

The job of Executive Assistant to the Superintendent is done for the purpose of supporting the Superintendent and overseeing the activities of the Superintendent's Office. The position is designated as within the "confidential" class of employees in accordance with the State Education Code. The Executive Assistant to the Superintendent performs duties of an administrative and complex secretarial nature, carrying out functional responsibilities on behalf of the Superintendent, ensuring the efficiency of office operations, overseeing the work activities of other personnel; documenting and communicating information to staff, the public, other districts and various agencies; providing interpretations, comparisons and/or recommendations; coordinating and directing inquiries to appropriate parties; ensuring compliance with financial, legal and administrative requirements; and representing the Superintendent as appropriate.

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: Positions in the confidential series provide administrative support to a District Administrator, in the management of their assigned functional organizational components. The class of Executive Assistant to the Superintendent coordinates functions, activities, administrative support and records of the Superintendent's Office, serving in a leadership role with District Office administrative secretarial staff. Position serves as the Superintendent's designee in handling matters related to staff and community relations, and serves as initial point of contact and preliminary liaison between the Superintendent and other agencies and organizations. Supervision is general and the incumbent frequently initiates action on behalf of the Superintendent in accordance with general directions or existing policy. This class differs from the Administrative Assistant class which is not designated as a "confidential" classification, but which also performs a variety of responsibilities in support of an assigned district level director or school site administrator.

ESSENTIAL JOB FUNCTIONS:

- Acts as executive secretary to the Board of Trustees and the Superintendent for the purpose of providing administrative support and ensuring preparation of Board agenda and minutes.
- Attends Board meetings for the purpose of taking notes and transcribing minutes for review and approval.
- Coordinates administrative and clerical support activities among district offices to ensure accurate and timely preparation of items for Board agendas.
- Compiles information from various sources (e.g. employee data, board agendas, budgets, contract requirements, etc.) for the purpose of organizing information for report preparation and/or data entry.
- Coordinates various office and inter-department functions, activities and communications (e.g. Board Agendas, meetings, workshops, presentation of materials, schedules, appointments, calendars, supply orders, licenses, etc.) for the purpose of maintaining efficiency of operations and productivity of personnel within assigned area.

CLASSIFIED

- Maintains files and records (e.g. Board and District policies and procedures, minutes of board meetings, actions of Superintendent's Cabinet, historical information, etc.) for the purpose of providing systems to access information, ensuring completeness of records for possible audits, addressing regulatory needs, performing statistical and financial analysis, etc.
- Oversees assigned District program activities and workload of Superintendent's Office for the purpose of providing appropriate orientation, training and/or supervision to other personnel; coordinating activities; identifying potential additional resources and/or possible intervention required to ensure that office services are provided efficiently in accordance with District objectives.
- Prepares a variety of documents of varying levels of complexity (e.g. correspondence, agendas, minutes of meetings, board summaries, reports, memoranda, etc.) for the purpose of documenting and communicating program activities and actions to other staff, various outside agency representatives and/or community groups.
- Processes documents and materials (e.g. applications, reports, schedules, agendas, evaluations, requisitions, etc.) for the purpose of disseminating information to appropriate parties for follow-up action as appropriate.
- Produces a variety of materials (e.g. brochures, reports, memoranda, letters, records, flyers, forms, booklets, etc.) for the purpose of communicating information to local, State and/or Federal agencies and the general public.
- Provides information to students, teachers, parents, special groups and general public for the purpose of conveying policies, procedure changes and time lines.
- Provides guidance to members of the Board, District personnel, consultants for the purpose of assisting them in performing special procedures and/or functions required to address specific District requirements.
- Researches a wide variety of information (e.g. records, policies, codes, standards, Board Policies, contact information, financial data, etc.) for the purpose of providing clarifications, comparisons and/or recommendations to other parties and/or interpreting information required for follow-up activities.
- Responds to inquiries and/or concerns of individuals, outside agencies, community groups, etc. (e.g. telephone calls, personal visits, correspondence, etc.) for the purpose of evaluating the inquiry and determining the appropriate action.
- Reviews reports, forms, correspondence, records and other data for the purpose of verifying their accuracy, completeness and compliance with established standards and making corrections as appropriate.
- Serves as a resource to other employees and other non-District parties (e.g. parents, regulatory agency personnel, professional consultants, vendors, etc.) for the purpose of providing interpretation, guidance and/or required support as may be necessary.
- Supports Superintendent, board members, other administrators, attorneys, consultants, etc. for the purpose of assisting them in carrying out their functional responsibilities and addressing the overall needs of the Office of the Superintendent and District.

OTHER FUNCTIONS

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- Presents a variety of information to other parties (e.g. district staff, community representatives, parents, board members) for the purpose of providing required coordination and support necessary to implement District activities.
- Performs other related duties as assigned

JOB REQUIREMENTS – QUALIFICATIONS

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE is required to perform basic math including calculation of fractions, percents and/or ratios; read technical information, compose a variety of documents and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes:

- concepts of grammar and punctuation;
- personnel practices;
- accounting/bookkeeping principles.

SKILLS are required to perform multiple non-technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include:

- operating standard office equipment;
- preparing and maintaining accurate records;
- using pertinent software applications;
- planning and managing projects;
- taking notes and minutes in shorthand is desirable;
- interpreting and applying application of relevant laws, codes and/or principles.

ABILITY is required to schedule a significant number of activities; routinely gather, collate and/or classify data; and use basic job related equipment. Flexibility is required to work with others under a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standard methods of operation. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of different types and/or purposes; and utilize job related equipment. In working with others, problem solving is required to analyze issues, create plans of action and reach solutions; with data it is moderate to significant; and with equipment it is limited. Specific abilities required to satisfactorily perform the functions of the job include:

- dealing with work assignments requiring the analysis of a variety of complex issues;
- adapting to changing work priorities;
- communicating with diverse groups and/or individuals with varied cultural and educational backgrounds;
- maintaining confidentiality and working with discretion;
- meeting deadlines and schedules; working as part of a team;
- using a variety of standard office productivity software including Adobe Acrobat;
- maintaining good public relations;

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- learning, interpreting and applying rules, regulations and policies;
- working with constant interruptions under minimal supervision..

RESPONSIBILITY

Responsibilities include: working under limited supervision focusing primarily on results; directing other persons within a small work unit; and monitoring the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling. Generally the job requires 50% sitting, 30% walking and 20% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

EDUCATION

High School Diploma or equivalent, with additional course work leading to an associate's degree or certification in secretarial proficiency, administrative assistance, office information systems, or business education. A bachelor's degree is desirable but not required.

EXPERIENCE

Job related experience with increasing levels of responsibility, typically achieved by at least four years of administrative or secretarial experience, two years of which would be at a school district or school site.

REQUIRED TESTING

Pre-employment job-related examination.

LICENSES AND CERTIFICATES

Current appointment and commission as a Notary Public by the State of California.

CONTINUING EDUCATION/TRAINING

As may be required by the State of California to renew appointment and commission as a Notary Public.

CLEARANCES

Criminal Justice Fingerprint/Background Clearance; TB Clearance