



For the future of every student

CLASS TITLE: EXECUTIVE ASSISTANT TO THE SUPERINTENDENT

BASIC FUNCTION:

Under the direction of the Superintendent, perform a wide variety of advanced and complex, responsible and highly confidential secretarial and administrative duties for the Superintendent; organize the Superintendent's office and coordinate activities that support office and board proceedings; relieve the Superintendent of a wide variety of office and routine administrative duties; provide communication, assistance and information to staff, County and State officials, community leaders, parents, and general public; supervise assigned office staff.

DISTINGUISHING CHARACTERISTICS:

This classification is designated as "Executive Secretary" pursuant to Education Code section 45272 and as such does not achieve permanent status. The position exercises considerable independence of action in routine administrative and Board matters, preparing reports, and correspondence, handling complaints from the public or employees and other matters of similar complexity. The position requires the ability to exercise discretion and judgment in disseminating information, explaining policies, regulations, and procedures and speaking for the Superintendent in personal contacts and in telephone conversations. The incumbent in this position is the frontline liaison between the District stakeholders, the Superintendent and the Board, and must exercise utmost professionalism, integrity, and customer service in supporting the Superintendent's Office. Advancement to this position is based on need, compliance with the stated qualifications, and a demonstrated ability to organize and manage an executive office and facilitate Board of Education proceedings. This classification is responsible for providing technical guidance and training, and assigning and monitoring the work of assigned support staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a wide variety of complex, responsible and confidential secretarial and administrative duties in support of the Superintendent and the Board including but not limited to communications, agenda, meetings, official proceedings, administrative support, and outreach.

Coordinate communication and information from the Superintendent's Office; communicate with staff, Board members, school districts, parents, organizations, County and State officials, and citizens regarding educational issues; provide and exchange general information and assistance; resolve issues as appropriate; schedule meetings and coordinate activities.

Manage the Board of Education agenda preparation and publication process in accordance with the Ralph M. Brown Act; inform departments of established timelines to ensure timely publication is consistently accomplished; compose and draft agenda reports on behalf of the Superintendent from verbal or written instruction; proofread and edit agenda reports submitted by other department personnel to ensure grammatical and semantic accuracy.

Attend and record proceedings from Board of Education meetings and other official and unofficial proceedings. May attend and perform the same scope of work on confidential or sensitive meetings such as executive reviews or legal matters.

Coordinate public meeting locations. Ensure the Board room is set-up for the scheduled public meetings; facilitates the public speaker requests and serves as the recording secretary; provide information on public meeting rules of order (e.g. Robert's Rules of Order and Brown Act provisions), as necessary; and manage the appropriate software for recording of the voting process and meeting minutes. Make facility and hospitality preparations. Coordinate presentation support (audio-visual and other media), readiness, and use of Boardroom equipment.

Respond to parent and/or community inquiries. Assist in resolving concerns of parents and community members; work with schools and departments to resolve concerns of parents and community of a routine nature that have been directed to the Superintendent.

Arrange and may attend executive-level staff meetings. Prepare agenda items, schedule meetings and inform participants, confirming dates and times. Attend meetings, record, transcribe and distribute minutes as directed. May attend meetings on behalf of the Superintendent.

Perform special projects and prepare various forms and reports on behalf of the Governing Board and the Superintendent; attend to administrative details as assigned. Research material, resources, libraries, etc., for information to support the Superintendent's actions in development of policies, budgets, external reports, and Board requests.

Compose complex and difficult professional correspondence independently on a variety of matters; record, compile, and distribute recollections from executive and other confidential proceedings; compile and prepare various letters, reports and statistical data as directed. Prepare correspondence for Superintendent's signature.

Prepare and maintain a variety of administrative records and files including materials of a confidential nature; maintain confidentiality of information and records; maintain files concerning matters in progress and expedite completion.

Maintain assigned budget records and files; monitor budgets and review expenditures; gather and compile information required by Superintendent for budget development. Provide input concerning the planning and development of designated budgets as assigned; monitor expenditures; assist in assuring expenditures to do not exceed established budget limitations.

Perform event logistical planning, coordinate and make arrangements for workshops, meetings, trainings, conferences and other events at the District and off site; secure event locations; arrange room and equipment setup/cleanup and catering/refreshments; design and prepares agenda, name badges, certificates and evaluations; prepare or orders and assembles materials, handouts, binders or packets.

Maintain the Superintendent's appointment calendar; set up meetings and conferences between the Superintendent and other District personnel, outside agencies and the general public. Determine urgency of need and determine availability or checks with Superintendent. Schedule appointments. Follows-up to ensure Superintendent has necessary materials/information.

Coordinate conference, workshop, travel, reservations and other arrangements as necessary; prepare and process conference requests and reimbursements as needed.

Coordinate office workflow; train and provide work direction and guidance to assigned personnel as required; serve as a lead over clerical staff; assign duties and review work for accuracy, completeness and compliance with established standards and procedures; provide input to evaluating supervisor on work performance of office support staff.

Perform general secretarial work including note taking and transcription, filing, typing, collating, copying, answering telephones and providing information, ordering and maintaining office supplies and materials and receiving, sorting, reading and routing mail.

Review and verify materials for accuracy, completeness and conformance with established standards and procedures.

Operate a variety of office equipment, including a computer and assigned software.

Required to work evenings and may be required to work weekends.

Other duties as assigned that support the overall objective of the position.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Advanced administrative methods and responsibilities at the executive assistant level.

Applicable sections of the State Education Code and other applicable laws, regulations, policies and procedures.

Roberts Rules of Order, public meeting laws, and retention of documents.

District policies and procedures.

Research methods and report writing techniques.

Principles of training, providing work direction and supervision.

Interpersonal skills using tact, patience and courtesy.

Principles and practices of administration, supervision and training.

Modern administrative office practices, procedures and equipment.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Telephone techniques and etiquette.

Oral and written communication skills.

Sufficient math skills to perform financial and statistical record keeping, including limited bookkeeping.

Record-keeping techniques.

Alpha and numeric filing systems.

Operation of office machines including computer and assigned software.

ABILITY TO:

Interpret and successfully apply District rules and policies.

Interpret and apply applicable sections of the State Education Code and other applicable laws, regulations, policies and procedures.

Perform a variety of responsible and difficult secretarial and administrative support duties with accuracy, and speed.

Work independently with little direction.

Analyze situations carefully and adopt an effective course of action or response.

Deal effectively with a wide variety of personalities and situations requiring diplomacy, courtesy, friendliness, poise, firmness, sensitivity to diversity, and in a manner that reflects positively on the District.

Understand and follow oral and written instructions.

Compile, prepare and maintain complex and confidential records, reports, files, spreadsheets, graphs and charts, and enter, import, and export data to and from databases.

Establish and maintain systems for record keeping.

Maintain utmost confidentiality of sensitive and privileged information to ensure the integrity of the Superintendent's Office.

Prepare difficult correspondence and memoranda independently.
Operate standard office equipment including a computer and assigned software.
Type or input data at an acceptable rate of speed.
Prioritize and schedule work.
Meet schedules and time lines.
Train and provide work direction to others.
Evaluate the work performance of assigned staff.
Communicate effectively both orally and in writing.
Complete work with many interruptions.
Establish and maintain cooperative and effective working relationships with others.
Maintain regular and consistent attendance.
Ability to attend evening and off-site meetings.

EDUCATION AND EXPERIENCE:

Any combination of education, training and/or experience equivalent to graduation from high school (or equivalent) supplemented by college level coursework in business administration, communications, or related field and six years of progressive experience providing direct support to an administrator at the level of Administrative Assistant or higher, preferably in an educational environment and/or with a public sector agency.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
Seeing to read a variety of materials.
Hearing and speaking to exchange information in person and on the telephone.
Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching to file materials.
Reaching above the shoulders and horizontally to retrieve files and supplies.

Approved by Personnel Commission:	07/1989
Revised:	04/28/1994
Revised:	12/19/2007
Revised:	05/21/2020