



For the future of every student

## **CLASS TITLE: EXECUTIVE ASSISTANT**

### **BASIC FUNCTION:**

Under the direction of an administrator at the level of assistant superintendent, perform a variety of specialized and highly complex secretarial and executive assistant duties to relieve the administrator of a variety of administrative details; plan, coordinate and organize office activities and coordinate communications, correspondence, meetings and information for the administrator; interpret regulations, standards, requirements, policies and procedures to staff, administrators and the public.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Perform a variety of specialized and highly complex secretarial and executive assistant duties to relieve the administrator of a variety of administrative details; establish and maintain office time lines and priorities; assure smooth and efficient office operations, and proper and timely completion of projects and activities; assist the administrator in assuring related activities comply with established standards, requirements, laws, codes, regulations, policies and procedures.

Plan, coordinate and organize office activities for the administrator; coordinate communications, public relations and information; respond to inquiries and interpret and provide detailed and technical information to administrators, officials, staff, outside agencies, parents, the public and others regarding office functions and department or division operations, programs, services, activities, schedules, events and related laws, standards, regulations, policies and procedures.

Serve as the primary assistant to the administrator; receive, screen and route telephone calls; greet and assist visitors; refer callers or visitors to appropriate staff members; take and relay messages; respond to requests, complaints and questions from officials, staff and the public, representing the administrator by phone and written communication; exercise independent judgment in resolving a variety of complex issues, complaints and problems; refer difficult issues to the administrator.

Prepare correspondence independently on a variety of matters; compose and type various letters, forms, reports, memoranda, bulletins, lists, notices, contracts, announcements, newsletters, agreements, contracts, brochures, applications and other materials; review, revise, edit, format and proofread a variety of documents and information; prepare correspondence from notes, oral instructions or rough draft as needed.

Serve as a liaison and coordinate communications between the administrator, other departments or divisions, personnel, managers, outside agencies, programs, services and the public regarding the administrator's area of responsibility; assist the administrator with coordinating department or division personnel, projects and activities; schedule, arrange, confirm and distribute information concerning appointments, conferences, meetings, special events and other activities.

Coordinate, schedule and attend various meetings; compile, prepare, revise and edit related notices, agenda items, presentations and supporting documents for various administrative meetings; prepare and send out notices of meetings and other events; collect, compile and evaluate information for meetings; take, transcribe and distribute minutes; process and follow up on administrative actions as assigned.

Maintain appointment, project and activity schedules and calendars; reserve and set up facilities, equipment, services and supplies for various meetings, events and activities; notify appropriate individuals of meetings, appointments, events and related information; make travel arrangements and reservations as required; process conference requests and reimbursements as assigned.

Research, compile, assemble, evaluate and verify a variety of data, documents and information for various administrative needs and reports; compute statistical information for various reports; process and evaluate a variety of forms, applications and paperwork; duplicate, assemble, distribute, collect, verify and assure accuracy and completeness of various documents.

Compile information and prepare and maintain a variety of detailed and complex lists, records and reports related to students, programs, services, projects, budgets, financial activity, correspondence, meetings, personnel and assigned duties; establish and maintain filing systems; assure mandated reports and paperwork are completed in accordance with established time lines.

Receive, sort and route incoming correspondence; review and determine priority of incoming mail; compose replies independently or from oral direction; prepare notices, packets and informational materials for mailing.

Input and update a variety of data in an assigned computer system; establish and maintain automated records and files; maintain and update assigned databases; initiate queries, develop spreadsheets, and generate various computerized lists, reports and documents as required; assure accuracy of input and output data.

Monitor inventory levels of office and designated supplies; order, receive and maintain appropriate levels of inventory; contact vendors to research and coordinate purchases; prepare and process purchase orders, invoices and requisitions and arrange for payments as required.

Perform special projects and surveys and prepare various forms and reports on behalf of the administrator; conduct related research; attend to administrative details on special matters; provide input concerning department or division needs and the development and implementation of policies and procedures; monitor and keep the administrator current concerning progress of office projects and activities.

Perform a variety of clerical accounting duties as required; calculate, prepare and revise accounting data; balance, maintain, reconcile and update accounts and budgets with income and expenditures; calculate and process billings as assigned.

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.

Communicate with personnel, administrators, outside agencies and the public to exchange information, coordinate activities and resolve issues or concerns; contact sites and other departments and agencies to request and verify information, data and documents

Operate a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software.

Compile, prepare and assemble a variety of packets and administrative information as needed; prepare, process and follow up on work orders as assigned.

Develop and implement office procedures to enhance efficiency of office operations; create office forms which facilitate work flow.

Provide input concerning the planning and development of designated budgets as assigned; monitor expenditures; monitor and assist in assuring expenditures to do not exceed established budget limitations.

Assist in monitoring department or division operations and activities to assure compliance with established requirements as assigned.

Provide oral and written translation between students, teachers, staff, parents and others as assigned by the position; provide written translation and interpretation of correspondence, letters, reports and other materials as required.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Terminology, practices, procedures, functions and operations of an administrative office.

Department or division organization, operations, policies and objectives.

Policies and objectives of assigned programs and activities.

Applicable laws, codes, regulations, policies and procedures.

Modern office practices, procedures and equipment.

Record-keeping and filing techniques.

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

Telephone techniques and etiquette.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Methods, procedures and terminology used in clerical accounting work.

Methods of collecting and organizing data and information.

Business letter and report writing, editing and proofreading.

Operation of a computer and assigned software.

Public relations techniques.

Mathematic calculations

**ABILITY TO:**

Perform a variety of specialized and highly complex secretarial and executive assistant duties to relieve the administrator of a variety of administrative details.

Plan, coordinate and organize office activities and coordinate communications, correspondence, meetings and information for the administrator.

Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.

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 complex issues, complaints or problems.

Type or input data accurately and at an acceptable rate of speed.

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

Determine appropriate course of action within clearly defined guidelines.

Meet schedules and time lines.  
Prioritize and schedule work  
Work independently with little direction.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Maintain regular and consistent attendance.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: graduation from high school supplemented by college-level course work in business, secretarial science or related field and six years of increasingly responsible secretarial or administrative assistant experience.

**LICENSES AND OTHER REQUIREMENTS:**

Some positions in this class may be required to translate oral and written communications between English and a designated second language.

Some positions in this class may be required to hold special licenses such as a Notary.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Constant interruptions.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person and on the telephone.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to file materials.