Job Description: Executive Assistant to the Superintendent

Basic Function: Under the direction of the Superintendent, perform a wide variety of highly complex, responsible and confidential secretarial and administrative duties for the District Superintendent; assure appropriate support services for the members of the governing board.

Representative Duties:

Essential Functions:

- Coordinate communication and information from the Superintendent’s Office; obtain, interpret and provide information to officials, teachers, parents, organizations, the press and others concerning office functions and District policies and procedures; contact other offices to obtain and disseminate information and documents. Assist in resolving concerns of parents and community members.
- Coordinates clerical work required in the preparation of the Board of Education agendas; compiles, formats, types, collates and distribute Board agenda; assure that items are complete, contain the proper background materials and are reviewed by the Superintendent.
- Manage the Board of Education agenda preparation and publication in accordance with the Ralph M. Brown Act.
- Attend Board meetings, take minutes and transcribes for review and editing by the Superintendent.
- Acts as recording secretary for the Board of Education; maintains the official record of Board Minutes.
- Maintain the Superintendent’s appointment calendar; set up meetings and conferences between the Superintendent and other District personnel, outside agencies and the general public; and transmit confidential or controversial information as appropriate.
- Review, plan, organize and participate in the work of the Superintendent’s office; develop agenda, correspondence,
- memoranda, reports and attend a variety of meetings; take notes and prepare minutes.
- Perform special projects and prepare various forms and reports on behalf of the Governing Board and the Superintendent; attends to administrative details on special matters assigned by the Superintendent; Compose difficult correspondence independently on a variety of matters; compile and type various letters, reports and statistical data as directed.
- Maintain budget records and files; monitor budgets and review expenditures; gather and compile information required by Superintendent for budget development.
- Receive, type and disseminate confidential and sensitive materials including personnel records and other documents; acts as confidential secretary to the Superintendent.
- Make necessary arrangements for Superintendent’s and Board members’ attendance at conferences, workshops and meetings; secure airline transportation, hotel accommodations and other necessary items.
- Perform general secretarial work including taking and transcribing minutes, filing, typing, collating, copying, answering telephones and providing information, ordering and maintaining office supplies, and materials and receiving, sorting, reading, routing and responding to mail. Act as receptionist for the Superintendent’s office.
- Modern office practices, procedures and equipment, including operation of a computer, applicable software and data entry techniques.
- Establish and maintain confidential and complex files and records.

Other Duties:

- Perform related duties as assigned.

Knowledge and Abilities:

Knowledge of:

- Basic School District functions, policies, rules and regulations.
- The Brown Act and rules of parliamentary procedure.
• Google and Microsoft Office Programs
• Modern office practices, procedures and equipment.
• Filing systems.
• Letter and report writing techniques.
• Receptionist and telephone techniques.
• Correct English usage, grammar, spelling, punctuation and vocabulary.
• Basic arithmetic principles.
• Principles and procedures of financial record-keeping and reporting and budget preparation.
• Basic public relations techniques and interpersonal skills.
• Accounting software, student information databases, online Agenda platforms, and various software applications and data management systems.

Ability to:
• Learn Interpret and successfully apply District rules and policies.
• Interpret and apply applicable sections of the State Education Code and other applicable laws and regulations.
• Perform responsible and difficult secretarial work with accuracy, speed and a minimum of supervision.
• Analyze situations carefully and adopt effective courses of action.
• Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise and firmness.
• Understand and follow oral and written instructions.
• Compile and maintain complex and confidential records and prepare routine reports as directed.
• Maintain confidential data and information for Superintendent and Governing Board.
• Prepare difficult correspondence and memoranda independently.
• Type or keyboard at 50 words per minute.
• Prioritize and schedule work.
• Meet schedules and time lines.
• Train and provide work direction to others.
• Communicate effectively both orally and in writing.
• Establish and maintain cooperative and effective working relationships with others.

Education/Licenses/Experience: Any combination equivalent to sufficient education, experience, and/or training to demonstrate the knowledge and abilities listed above. Typically, this would be gained through Graduation from high school supplemented by clerical, administrative or related course work and five years of broad and increasingly responsible experience in secretarial work, including three years as an Administrative Secretary in a school or community college district.

Working Conditions:
Environment: Office environment. Constant interruptions

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 for extended periods of time. Bending at the waist, kneeling or crouching to file materials.

Classification: 121 Number of Days: 261
Board Approval: 07/15/2020 Revised: 07/2020 FLSA Classification: Exempt

Unrepresented Classified Position

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. The district does not discriminate based on disabilities.