

EXECUTIVE ASSISTANT TO THE SUPERINTENDENT

JOB SUMMARY

The Executive Assistant to the Superintendent supports the Superintendent and oversees the activities of the Superintendent's Office. The position is designated as within the "confidential" class of employees in accordance with California Government Code 3540.1. 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.

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIALFUNCTIONS:

The Executive Assistant to the Superintendent may perform any combination of the following:

- Acts as executive secretary to the Board of Trustees and the Superintendent providing administrative support and ensuring preparation of Board agendas and minutes.
- Attends and assists in facilitating Board meetings, takes notes and prepares 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), organizes 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) to maintain efficiency of operations and productivity of personnel within assigned area.
- Maintains files and records (e.g., Board and District policies and procedures, minutes of board meetings, actions of Superintendent's Cabinet, historical information) to provide systems to access information and ensure completeness of records.
- Oversees assigned District program activities and workload of Superintendent's Office, provides appropriate orientation, training and/or supervision to other personnel, coordinates activities, identifies 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) to document and communicate activities and actions to other staff, various outside agency representatives and community groups.
- Processes documents and materials (e.g., applications, reports, schedules, agendas, evaluations, requisitions).
- Produces a variety of materials (e.g., online postings, brochures, reports, memoranda, letters, records, flyers, forms, booklets) to communicate information to local, State and/or Federal agencies and the general public.

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- Provides information to students, teachers, parents, special groups and general public.
- Provides guidance to members of the Board, District personnel and consultants.
- Researches a wide variety of information (e.g. records, policies, codes, standards, Board Policies, contact information, financial data).
- Responds to inquiries and/or concerns of individuals, outside agencies, community groups (e.g., telephone calls, personal visits, correspondence), refers to others as appropriate.
- Reviews reports, forms, correspondence, records and other data, verifies accuracy or makes corrections.
- Serves as a resource (e.g., parents, regulatory agency personnel, professional consultants, vendors) in providing interpretation, guidance and/or required support as may be necessary.
- Supports Superintendent, board members, other administrators, attorneys, consultants and others as appropriate to assist them in carrying out their functional responsibilities and addressing the overall needs of the Office of the Superintendent and District.
- Performs other job-related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Current, up-to-date office practices and procedures.
- Telephone techniques and etiquette.
- Electronic and manual recordkeeping practices.
- Computer-based applications such as word processing, databases, spreadsheets, calendars, and email.
- Workplace math such as arithmetic operations, percents, rounding and problem solving.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Business writing, proofing and editing.

ABILITY TO:

- Plan and oversee administrative support office functions including preparing complex board agendas and packets.
- Develop efficient office procedures and processes.
- Monitor budget expenses, process payments, and order supplies.
- Coordinate and schedule activities, meetings and events.
- Compose written communications applying correct English usage, grammar, spelling, punctuation and vocabulary.
- Adapt to changing work priorities.
- Operate a variety of office equipment.
- Use current, up-to-date computer-based applications such as word processing, databases, spreadsheets, calendars and e-mail to perform job duties efficiently.
- Keyboard information accurately and at a rate of speed sufficient to complete required tasks.
- Provide information to staff, students, parents and the public.
- Communicate with courtesy, diplomacy and tact.
- Learn, apply and clearly explain District and worksite policies and procedures.
- Understand and resolve issues, complaints and problems.
- Work effectively, independently and as part of a team with minimum supervision.

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- Maintain confidentiality of sensitive information.
- Establish and maintain cooperative working relationships with others.
- Organize, safeguard, and comply with recordkeeping practices and policies.
- Compile, enter and verify data and produce reports.
- Perform accurate math calculations.
- Plan, prioritize and organize work, meeting schedules and timelines.
- Work with constant interruptions.
- Exercise appropriate judgment when making decisions.
- Complete routine tasks thoroughly, accurately and with attention to detail.
- Handle work assignments requiring the analysis of a variety of complex issues

EDUCATION AND EXPERIENCE

Job-related education necessary to perform the essential job duties is typically consistent with graduation from high school or equivalent. College-level coursework in communications, public relations, business or public administration, office information systems or a closely related field is desirable. Four years of increasingly responsible administrative support experience involving recordkeeping and frequent contact with the public is required. Experience in office management and facilitating public meetings is preferred.

DISTINGUISHING CHARACTERISTICS

The Executive Assistant to the Superintendent is a classification within the confidential series. Positions in the confidential series provide administrative support to a District Administrator in the management of their assigned functional organizational components.

The **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. Attendance at evening School Board meetings is a regular part of this assignment.

Differentiation between the Executive Assistant to the Superintendent and the position below, Executive Assistant, is distinguished as follows:

The Executive Assistant provides administrative support to a senior administrator who is responsible for the management of one or more of the District's major organizational units. The Executive Assistant has knowledge of the organizational unit's operations, policies and procedures.

REQUIRED TESTING

Pre-employment testing and assessment is required to demonstrate the minimum qualifications for the position.

CLASSIFIED

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CERTIFICATES

Persons hired in this classification must become commissioned as a Notary Public by the State of California within six months of employment. This certification must be maintained while employed in this classification.

CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as assigned.

CLEARANCES

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.

WORKING ENVIRONMENT

The usual and customary methods of performing the job functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Physical Demands: Frequency Definitions Based on an 8-Hour Day:

Never = 0%

Seldom = 1-10% (<45 minutes)

Occasionally = 11-33% (up to 3 hours)

Frequently = 34-66% (up to 6 hours)

Continuously = 67-100% (more than 6 hours)

Seldom	stooping/bending, squatting/crouching, climbing/balancing, kneeling, twisting back
Seldom/Occasionally	pushing and pulling, reach above shoulder, reach at shoulder
Occasionally	walking, standing, lifting 11-25 lbs. at waist height, carrying 11-25 lbs. up to 25 feet, lifting up to 10 lbs. overhead or at shoulder height, carrying up to 10 lbs. up to 25 feet
Occasionally/Frequently	handling/simple grasping, sitting, neck flexion/rotation, fingering/fine manipulation, reach below shoulder

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability is required to communicate with students, staff, parents, and to respond to telephone calls, safety bells and emergencies. Vision ability is required to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

None