

EXECUTIVE ASSISTANT

OVERALL JOB PURPOSE SUMMARY

The Executive Assistant supports a senior administrator who manages one or more of the District's major organizational units (e.g., Human Resources, Business Services, or Educational/Administrative Services). The position is designated as "confidential" in accordance with the State Education Code. The Executive Assistant performs complex administrative support duties to assist the administrator in carrying out his/her functional responsibilities and relieves him or her of administrative detail. Within established guidelines, the Executive Assistant initiates action on behalf of the administrator to ensure the efficiency of office operations.

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

The Executive Assistant may perform any combination of the following:

- Assists the Administrator in carrying out his or her functional responsibilities.
- Relieves the Administrator of routine administrative detail.
- Communicates information, advice and instructions on behalf of the Administrator.
- Assists the Executive Assistant to the Superintendent in the collection and preparation of Board agenda items.
- Serves as the office manager, ensuring procedures and processes are efficient.
- Receives, screens and processes visitors, telephone calls, and mail.
- Provides information and directs inquiries to appropriate staff.
- Evaluates situations and determines appropriate action to take.
- Composes written communications.
- Maintains current, organized, and secure records that comply with established practices and policies.
- Compiles, enters and verifies data and produces reports.
- Coordinates activities such as events, meetings, and schedules.
- Applies and clearly explains District and worksite policies and procedures.
- Oversees and monitors a complex budget for the administrator.
- Manages the process of ordering, receiving and inventorying a variety of supplies, equipment and other items.
- Oversees personnel processes such as timesheets, evaluations, and employee records.
- Takes meeting minutes and prepares agendas.
- Assists other office staff in completing work assignments.
- Performs other job-related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

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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 clerical office projects.
- 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.
- 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.

EDUCATION AND EXPERIENCE

Job-related education necessary to perform the essential job duties is typically consistent with graduation from high school or equivalent. Three years of increasingly responsible administrative support experience involving recordkeeping and frequent contact with the public is required. Office management experience is preferred.

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DISTINGUISHING CHARACTERISTICS

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.

Differentiation between the Executive Assistant and positions above and below are as follows:

The Executive Assistant to the Superintendent coordinates functions, activities, and administrative support of the Superintendent's Office and communicates information to staff, the public and other districts and agencies on behalf of the Superintendent. This is the highest confidential administrative support classification.

The Administrative Assistant IV assists a Principal of a high school and has knowledge of high school operations, policies and procedures. This is the highest non-confidential administrative support classification.

REQUIRED TESTING

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

CERTIFICATES

None

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)

CLASSIFIED

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Seldom	stooping/bending, squatting/crouching, climbing/balancing, kneeling, twisting back
Seldom/Occasionally Occasionally	pushing and pulling, reach above shoulder, reach at shoulder 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