



## Job Description

<b>Title: Executive Administrative Assistant -Business Confidential</b>	<b>FLSA Status: Exempt</b>	<b>Range: 29</b>
<b>Supervisor: Assistant Superintendent, Business</b>	<b>Supervises: Business Office Administrative Staff</b>	<b>Months: 12</b>
<b>Department: Business</b>	<b>Bargaining Unit: Confidential</b>	<b>Approved: 12/19/2019</b>

### JOB SUMMARY:

Under the direction of Assistant Superintendent, Business, provide a variety of complex and confidential administrative and clerical support activities to relieve the Assistant Superintendent of administrative details and provide clerical support to Business Department as needed; interpret policies and regulations to officials, staff and the public; coordinate internal work flow and communication within the division; assemble, interpret and organize information and financial and statistical data related to assigned activities; respond to inquiries and provide information on a wide range of technical and program matters for administrators, teachers, staff and the public; serve as liaison with other District staff and the public; maintain confidentiality of sensitive and privileged information.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform highly responsible duties as the primary and confidential administrative assistant to the Assistant Superintendent, Business relieving the administrator of a variety of secretarial and administrative details and provide clerical support to Business Department; plan, coordinate and organize office and department activities and flow of communications for the administrator.
- Prepare and maintain detailed records relating to collective bargaining matters, including but not limited to summaries of negotiation sessions, records of proposals, amendments, side letters of agreement, revisions to the contracts, notes, reports, and memoranda and maintain confidentiality regarding issues related to collective bargaining matters.
- Provide administrative and clerical support to Business Department activities, programs and services; 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 Assistant Superintendent, Business by phone and written communication; prepare Board agenda items for department; interpret policies and regulations to officials, staff and the public.
- Compose correspondence independently on a variety of matters including those of a confidential nature; assist in the preparation of correspondence and other documentation concerning disciplinary matters, salaries, benefits, hiring, leaves, negotiations, public records requests, and grievances.
- Compile and prepare various letters, forms, reports, contracts, packets, collective bargaining proposals, responses to requests for information, analysis of attorneys' fees, statistical data, memoranda, bulletins, newsletters, notices, vouchers, lists and other materials as directed; prepare, format, edit, proofread and revise written materials.
- Coordinate and schedule various appointments and meetings; make travel arrangements; reserve facilities; prepare and ensure proper completion of reimbursement forms; maintain and coordinate the Assistant Superintendent's calendar; prepare and disseminate calendar of events, including for negotiations; coordinate and arrange special events and activities as required.
- Maintain time keeping for department employees for absence management.
- 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.
- Attend a variety of meetings; prepare related notices, reports, presentations and agendas; record and transcribe minutes; prepare and distribute minutes, updated records, statements, documents and reports to appropriate personnel.
- Research and compile a variety of information; compute statistical information for various federal, State and local reports; process and evaluate a variety of forms and applications related to assigned functions; duplicate materials as necessary.

- Prepare, manage, and monitor department budgets as directed, including entering requisitions and managing supporting spreadsheets.
- Verify, monitor, and manage various programs including but not limited to teacher induction and stipends.
- Input a wide variety of data into an assigned computer system; maintain automated files and records; create queries and generate a variety of computerized lists and reports; ensure timely distribution and receipt of a variety of records and reports; ensure accuracy of input and output data.
- Perform special projects and prepare various forms and reports on behalf of the Assistant Superintendent, Business; attend to administrative details on special matters as assigned; perform varied duties related to the Assistant Superintendent's area of responsibility and assigned programs with the Business Department.
- Operate and maintain a variety of office equipment including a calculator, copier, fax machine, computer and assigned software; arrange for equipment repairs as needed.
- Communicate with other departments, administrators and outside agencies to exchange information, resolve issues or concerns, and coordinate activities, trainings, and informational sessions.
- Prepare, type and process requisitions according to established guidelines; order, receive and maintain inventory of supplies and equipment in accordance with established guidelines.
- Obtain and provide information, records and materials to staff and the public where judgment, knowledge and interpretation of policies and regulations and organizational functions and programs are required; verify information for staff and outside agencies as requested.
- Develop and implement office procedures to ensure complete and timely operations; create office forms which facilitate work flow.
- Train, provide work guidance to assigned personnel as directed.

#### **OTHER DUTIES:**

- Perform related duties as assigned.

#### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Knowledge of:**

- Functions and secretarial operations of an administrative office.
- Organizational operations, policies and objectives.
- Applicable laws, codes, regulations, policies and procedures.
- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Budgeting practices regarding monitoring and control.
- Methods of collecting and organizing data and information.
- Business letter and report writing, editing and proofreading.
- Basic public relations techniques.
- Operation of a computer and assigned software.

#### **Skills/Ability to:**

- Perform highly responsible and confidential secretarial and administrative assistant duties to relieve the Assistant Superintendent, Business and Business Department of a variety of administrative details.
- Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
- Plan, coordinate and organize office activities and flow of communications and information for the assigned administrator.
- 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.
- Ensure efficient and timely completion of office and program projects and activities.

- Understand and resolve issues, complaints or problems.
- Type or input data accurately at an acceptable rate of speed.
- Operate a variety of office equipment including a computer and assigned software.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Plan and organize work.
- Meet schedules and time lines.
- Prioritize and schedule work.
- Work independently with little direction.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.

**Education and Experience:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Graduation from high school supplemented by college-level course work in secretarial science or related field and
- Five years of increasingly responsible clerical or administrative assistant experience.

**Licenses, Certifications and other Requirements:**

- N/A

**WORKING CONDITIONS:**

**Work Environment:**

- Office environment.
- Constant interruptions.

**Physical Demands:**

- Hearing and speaking to exchange information in person or on the telephone.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Bending the waist, kneeling or crouching to file materials.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.