



Job Description

Title: Executive Assistant (Confidential)	FLSA Status: Non-Exempt	Created: 12/1/2019
Supervisor: Superintendent/Board of Education	Supervises: N/A	Range: 33
Department: Superintendent's Office	Bargaining Unit: Confidential	Approved: 12/19/2019

JOB SUMMARY:

Under the direction of the Superintendent and the Board of Education, perform highly responsible and confidential clerical and administrative assistant duties to relieve the Superintendent of a variety of administrative details; prepare Board agendas and meeting minutes; interpret policies and regulations to officials, staff, and the public; plan, coordinate, and organize office activities, public relations, and flow of communications and information for the Superintendent and Board of Education; maintain confidentiality of sensitive and privileged information.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform highly responsible duties as the primary and confidential secretary to the Superintendent and Board, relieving the officials of a variety of secretarial and administrative details; plan, coordinate, and organize office and department activities and flow of communications for the Superintendent; set up meetings on behalf of the Superintendent; maintain confidentiality regarding issues related to negotiations and collective bargaining matters.
- Attend a variety of meetings and compile related notices, reports and agendas; prepare monthly board agendas; maintain daily calendar of meetings and events; record and transcribe minutes at Board and Special Board meetings; update records and related documents in response to Board resolutions concerning organizational policies, procedures, and administrative regulations; distribute minutes, updated records, documents, and reports to administrative staff; set-up and maintain Board Room.
- Provide support the Board of Education as assigned by the position, including composition, editing, maintenance, and research of Board policy; research and answer questions concerning policy and law; coordinate Board requests and activities including conference travel and school site visitations; advise Board members concerning individual school and organizational calendars.
- Meet with Superintendent for review of Board policies, CSBA policy updates, Administrative Regulations, exhibits, bylaws; prepare policies for review and approval by Board; prepare public hearings and post within legally agreed timeframe.
- 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 parents, officials, staff, and the public, representing the Superintendent by phone and written communication; interpret policies and regulations to officials, staff, and the public.
- Prepare documents for student expulsions; take minutes of expulsion hearing; prepare expulsion packets for Board review and decision.
- Compose correspondence independently on a variety of matters including those of a confidential nature; compile and type various letters, forms, reports, contracts, packets, statistical data, memoranda, bulletins, newsletters, notices, vouchers, lists, fliers, and other materials as directed; prepare, format, edit, proofread, and revise written materials.
- Coordinate and organize public relations and related activities for the Superintendent; prepare and ensure access of a variety of documents, files, and other paperwork for the public; represent the Superintendent at special events as assigned; communicate with a variety of agencies and members of the community to enhance public relations; assist in composing speeches and public presentations.
- Prepare Form 700s, Conflict of Interest for completion by Board members and qualified employees; prepare OPUS forms for State's accounting of employees; prepare Project Availability Forms as required.

- Coordinate and schedule various appointments and meetings; make travel arrangements; reserve facilities; prepare and ensure proper completion of reimbursement forms; maintain and coordinate the Superintendent's calendar; prepare and disseminate calendar of events; coordinate and arrange special events and activities for the Superintendent.
- 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.
- 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.
- 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.
- Maintain designated budgets and ensure assigned accounts are accurate and expenditures are within federal or State requirements; collect and account for fees; initiate budget transfers as directed.
- Prepare and maintain a variety of complex lists and records related to student information, personnel, financial activity, and assigned duties, including those of a confidential nature; establish and maintain filing systems.
- Perform special projects and prepare various forms and reports on behalf of the Superintendent; attend to administrative details on special matters as assigned; perform varied duties related to the Superintendent's area of responsibility and assigned programs.
- Operate and maintain a variety of office equipment including a calculator, computer, and assigned software; arrange for equipment repairs as needed.
- Create and maintain school and employee calendars; train and provide work guidance to assigned personnel as directed; provide advice and support to clerical personnel regarding policies, principles, practices, and procedures; create monthly agendas for Clerical Staff meeting.
- Communicate with other departments, administrators, and outside agencies to coordinate activities, exchange information, and resolve issues or concerns.
- Prepare, type, and process requisitions according to established guidelines; order, receive, and maintain inventory of supplies and equipment in accordance with established guidelines.
- Prepare bi-monthly Friday Connect for District-wide communication; track Principal's 8 extra days; create bell schedules.
- Develop and implement office procedures to ensure complete and timely operations; create office forms that facilitate work flow.

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 administrative operations of the Superintendent's office and the Board of Education.
- District's 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.
- Public relations techniques.
- Operation of a computer and assigned software.
- Principles of training and providing work guidance.

Skills/Ability to:

- Perform highly responsible and confidential secretarial and administrative assistant duties to relieve the Superintendent and Board of a variety of administrative details.
- Interpret, apply, and explain laws, codes, rules, regulations, policies, and procedures.
- Plan, coordinate, and organize office activities, public relations and flow of communications and information for the Superintendent.
- 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 issues, complaints, or problems.
- Type and 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.
- Train and provide work guidance to assigned personnel.

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 or equivalent GED supplemented by college-level course work in a related field.
- Six years of increasingly responsible clerical or administrative assistant experience.

Licenses, Certifications and other Requirements:

- N/A

WORKING CONDITIONS:

Work Environment:

- Indoor/Office environment.

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.
- Sitting for extended periods of time.

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.