

EXECUTIVE ASSISTANT, SUPERINTENDENT'S OFFICE**DEFINITION:**

Under supervision of the Superintendent of Schools, to perform a variety of highly complex secretarial and administrative assignments in support of the Superintendent, Board of Education and Superintendent's Office.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Screen incoming correspondence and, based on a particular awareness of the importance and priority of the subject, refer to appropriate staff for reply and follow up to ensure that deadlines are met; arrange correspondence for the Superintendent's reply in order of priority with appropriate background material attached for reference; independently compose correspondence on a wide range of subjects requiring a high degree of knowledge and familiarity of the school district; review outgoing correspondence prepared by other staff members for the Superintendent's signature, for consistency with administrative policy, format and grammar.
- Make arrangements for meetings; may attend meetings and take summary notes or follow-up on action items.
- Receive and screen a wide variety of visitors and telephone calls; maintain the daily calendar, setting up and keeping the Superintendent informed of scheduled meetings, conferences and community appearances; make all necessary arrangements for travel for the Superintendent and/or Board Members.
- Oversee the maintenance of confidential, subject, and administrative files.
- Coordinate routine administrative matters among functional divisions.
- Receive inquiries and complaints, initiating corrective action or referring the matter to higher authorities.
- Provide direction to clerical and secretarial assistants.
- Take and transcribe dictation.
- Coordinate work schedules and vacation of classified staff; make decisions using discretion; in Executive Secretary's absence, the Executive Assistant handles and coordinates her duties.
- Perform other duties as assigned.

QUALIFICATIONS:**Knowledge of:**

Correct English, grammar, spelling and punctuation; modern office methods, procedures and practices, and office automation, including computer operations/word processing.

Ability to:

Coordinate a variety of different secretarial tasks, determining the relative importance of each; reschedule and distribute work assignments due to changing priorities; learn independently, interpret and apply written policies and procedures; review office procedures; trace clerical processing errors; learn the operations of the District; establish and maintain cooperative working relationships; apply judgment, discretion and initiative; independently compose correspondence; keep complex records and files; screen mail, telephone calls and visitors; maintain files; project needs for office equipment and supplies; read and write at a level appropriate to the duties of the position; make arithmetical computations; operate a variety of office equipment; learn office automation applications and skills; type at a net corrected speed of 70 words per minute and take dictation at 110 words per minute.

Experience:

Five years of progressively responsible secretarial work which has provided the applicant with the knowledge and abilities listed above.

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Education:

Graduation from high school.

Physical Performance Requirements:

Frequent sitting much of the time with some standing, walking, bending, stooping, squatting and twisting.
Lifting of supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses:

Possession of a valid California Driver's License.

Board Approved: June 6, 1989

Revised: December 11, 1990 effective July 1, 1990

Revised: September 5, 2000 effective July 1, 2000

Revised: October 8, 2002

Revised: June 5, 2015

Board Approved: June 11, 2015