

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

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

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Screen incoming correspondence in order of priority with appropriate backup material for reference, refer to appropriate staff for reply and follow up to ensure that deadlines are met; independently or with general instructions, compose correspondence on a variety of matters, including those of a confidential nature; review outgoing correspondence prepared by other staff members for the Superintendent's signature for consistency with administrative policy, format, grammar, etc.
- Make arrangements for meetings including Board of Education meetings; prepare agenda and background materials; proof and organize Board agenda; attend meetings, take summary notes as required, preparing official minutes of the Board of Education meetings, and follow up on action items.
- Receive and screen visitors and telephone calls and refer to appropriate staff; respond to inquiries and complaints, referring the matter to appropriate administrative staff and/or providing information.
- Interface with district administrators, school board members, legislators and community members.
- Collect and analyze data for reports distributed to the Board of Education.
- Make and process requests for information and monitor compliance.
- Provide assistance to the Board of Education; research and answer questions concerning policy and law; coordinates Board requests and activities
- Schedule events and maintain calendar for Superintendent and members of the Board, keeping the Superintendent and Board members informed of scheduled meetings, conferences, and events; make travel arrangements for Superintendent and Board members.
- Assist and oversee the budget planning and expenditure control procedures pertaining to the Superintendent's office
- Establish and maintain confidential and administrative files; compile a variety of information for the presentation of departmental reports and records.
- Provide direction to clerical and secretarial assistants.
- Assist in the maintenance of Board Policies and Administrative Regulations
- 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 60 words per minute.

Experience:

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

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: April 26, 1979

Revised: September 6, 1984

Revised: December 11, 1990 effective July 1, 1990

Revised: September 5, 2000 effective July 1, 2000

Revised: October 8, 2002

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Board Approved: July 9, 2015, effective August 1, 2015

Board Approved: August 3, 2023