**Job Description**

Puget Sound Educational Service District

**Executive Assistant**

**Purpose Statement**

The job of Executive Assistant is done for the purpose/s of assisting executive administrator(s) in planning, implementing, directing, and maintaining assigned programs by providing a wide variety of complex and confidential administrative support; analyzing requests and providing recommendations for action; and communicating information to staff, other organizations, public agencies, and governing bodies.

This job reports to Assigned Executive Director

**Essential Functions**

* Compiles data from a variety of sources for the purpose of complying with financial, legal and/or administrative requirements.
* Conducts and/or attends meetings, workshops, and seminars for the purpose of providing information, recording minutes, coordinating materials distribution and/or supporting the needs of other attendees.
* Coordinates a variety of activities (e.g., project planning, developing and implementing systems and processes, event management and meeting organization, etc.) for the purpose of ensuring availability of facilities, materials, equipment and/or accommodations and ensuring services are delivered in compliance with established guidelines and operation support is productive and efficient.
* Embodies the principles and practices that form our culture and commitment to becoming an Antiracist Multicultural Organization for the purpose of meeting the Agency’s End: Success for Each Child and Eliminating the Opportunity Gap by Leading with Racial Equity.
* Evaluates situations involving staff and the public for the purpose of directing to appropriate personnel for resolution.
* Maintains a variety of manual and electronic documents, files, databases, archives, and records for the purpose of providing up-to-date reference and audit trail for compliance with district, local, state, and federal regulations.
* Monitors assigned activities and/or program components for the purpose of coordinating activities and ensuring compliance with established financial, legal and/or administrative requirements.
* Performs record keeping and clerical functions for the purpose of supporting assigned administrator(s) and office functions.
* Prepares a wide variety of written materials (e.g., meeting agendas, packets, and minutes; project tracking and monitoring timelines and reports; letters and reports, etc.) for the purpose of documenting activities and projects, providing written reference and/or conveying information, and for ensuring clear, accurate, and timely communications.
* Processes a variety of fiscal information for the purpose of updating information and/or authorizing final action in compliance with accounting requirements.
* Provides operational support to assigned programs/departments/projects (e.g., Communications/Public Relations, Human Resources, Administrative/Management Services, LTFS, WSRMP, etc.) for the purpose of ensuring necessary department objective are achieved.
* Provides administrative support to other executive offices as needed (e.g., Superintendent, Associate Superintendent, Executive Director, etc.) for the purpose of maintaining continuity of service, and ensuring agency-wide objectives are achieved in the most efficient and timely manner.
* Provides support and technical assistance with emergencies, as assigned, (e.g., online, telephone, media, etc.) for the purpose of communicating and/or coordinating the agency's response.
* Reconciles account balances for the purpose of complying with related policies, practices and/or regulations.
* Researches and analyzes a wide variety of topics for the purpose of providing information and/or recommending action.
* Responds to a wide variety of calls, concerns and/or complaints for the purpose of resolving problems, providing information and/or referring to appropriate personnel.
* Serves as a liaison to committees and/or organizations for the purpose of conveying and/or gathering information required for ESD operations.
* Supports assigned administrator(s) for the purpose of providing assistance with administrative functions.

**Other Functions**

* Assist other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge, and Abilities**

**SKILLS** are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: See competencies under Abilities below.

**KNOWLEDGE** is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: See competencies under Abilities below.

**ABILITY** is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include:

**ANTIRACIST LEADERSHIP COMPETENCIES**

**CULTURAL PROFICIENCY**: Articulates and applies historical context of racism and understands the current reality of students and communities of color in order to support racial equity. Actively demonstrates a commitment to supporting equity and inclusion, and serves as an advocate with colleagues, partners, and communities to meet the Agency's End and goal of becoming an Antiracist Multicultural Organization in support of eliminating the opportunity gap.

**RACIAL EQUITY ADVOCATE**: Recognizes, supports, and engages in dismantling institutional racism. Partners with and is accountable to those with whom we are in a transformational relationship, including children, families, and communities of color.

**RACIAL EQUITY MINDSET**: Demonstrates awareness of biases, internalized racial superiority and oppression. Leads with a racial equity lens and actively uses the racial equity tool in meaningful ways.

**TRANSFORMATIONAL VALUES**: Contributes to valuable and positive, antiracist transformation in individuals, organizations, and social systems in an effort to actively progress across the antiracist multicultural institution continuum. Is able to foster a sense of community and shared purpose via collaboration and cooperation with others inside and outside PSESD. Embodies the principles and practices that form the Agency’s culture. Operates from an abundance mentality that recognizes opportunities, and is optimistic and realistic about the future.

**JOB-SPECIFIC COMPETENCIES**

**ACCURACY AND ATTENTION TO DETAIL**: Ensures work is thoughtfully completed, accurate, and error free to the highest degree possible.

**CUSTOMER FOCUS**: Commits to clarifying and supporting internal and external customers’ goals and strives to meet their expectations and requirements. Consistently acts with customers in mind. Holds self accountable for providing high-quality, responsive and personable customer service.

**MEETING PLANNING**: Coordinates all aspects of events and/or professional meetings, including scheduling, budget management, and other logistical details. Collaborates with others to ensure execution.

**PLANNING, ORGANIZATION, AND PRIORITIZATION**: Assesses the work to be performed, and considers how it should be organized and accomplished, with appropriate priorities and realistic time parameters.

**RECORDKEEPING AND DOCUMENTATION**: Gathers, organizes, and maintains records, following confidential information and security protocols as needed. Accurately documents relevant/essential actions, processes, and practices.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization’s services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally, the job requires 60% sitting, 30% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**Experience**: Job related experience with increasing levels of responsibility is required

**Education**: Community college and/or vocational school degree with study in job-related area

**Equivalency**: High School Diploma or GED

**Required Testing Certificates and Licenses**

**Continuing Education / Training** **Clearances**

 Criminal Justice Fingerprint/Background Clearance

**FLSA Status Approval Date Salary Grade**

Non-Exempt