



Fremont Union High School District

Position: Executive Assistant to Superintendent

Work Year: 12 months

Summary of Basic Functions & Responsibilities

Under the direction of the District Superintendent, provides secretarial and office assistant services to the Superintendent and the Board of Trustees; coordinates the flow of administrative actions and communications to and from the Superintendent's office, including all district support services; communicates with the public on behalf of the Superintendent; receives questions raised by the public, district personnel, and Trustees of the Board. Understand and work effectively with people from different cultures.

Distinguishing Characteristics:

- This is a single class position reporting to the Superintendent. It is a key confidential position and coordinates communications with the Board of Trustees, District Officials, Employee Associations and key members of the public. This position is distinguished from the Administrative Assistant in the supervision if exercised over designated human resources and general clerical functions of the district office.

Supervision Received and Exercised:

- Receives general supervision from the Superintendent, or designee
- Exercises general supervision over Administrative Assistants and other clerical and secretarial positions as designated.

Essential Duties & Responsibilities

- Organizes and coordinates workflow through the superintendent's office.
- Independently composes correspondence reports, memos, and other materials for the Superintendent and members of the Board of Trustees. Supervises the organization and coordination of agendas for the Board of Trustees' meetings.
- Records Board of Trustees meetings and transcribes and prepares minutes.
- Organizes and maintains files for the Superintendent's office and the Board of Trustees, and supervises maintenance of general files and records for the district.
- Communicates advice and instructions from the Superintendent to others in the District and the schools.
- Acts as liaison between the public and the Superintendent as necessary.
- Receives administrative and confidential dictation.
- Schedules cabinet meetings, principal meetings, and other meetings and conferences for the Superintendent; makes necessary arrangements for meetings; follows up after the meetings with appropriate documentation as directed.
- Transcribes minutes of meetings, conferences, and policy-making bodies as directed.
- Assists in establishing the proper atmosphere for the District's chief administrator.
- Routes routing letters, information, circulars and other items to cabinet members as appropriate.
- Receives incoming calls to the Superintendent's office, directs callers to the appropriate persons; makes appointments for the superintendent as directed.
- Interprets and applies District policies, rules, regulations, procedures, and laws.
- Understand the community and district operation as necessary to carry out assigned responsibilities.
- Establish and maintain effective working relationships with staff and with the general public.
- Communicate effectively, orally, and in writing.

- Compose correspondence effectively and independently.
- Notary Public.
- Performs other duties as assigned.

Qualifications

Knowledge of:

- Office management, business practices, files and record keeping systems.
- Proper language usage, grammar, and spelling.
- Basic arithmetic concepts.
- Public administration, supervisory principles and public relations.
- State Education Code, Title 5, and rules and policies relating to the District's operation and administration.

Abilities:

- Exhibit tact with information and communications received and given
- Perform a wide variety of responsible secretarial work and coordinate a volume of administrative detail.
- Understand and follow difficult oral and written instructions.
- Change and adapt office procedures and details to changing needs and requirements.
- Meet and deal effectively with District officials, administrators, teachers, parents, and the public.
- Keyboard at 65 words per minute and take shorthand, brief hand, and machine or computer dictation at 100 words per minute.
- Use modern office methods, procedures and equipment including microcomputers for the purpose of word-processing, data base entry, maintenance and inquiry, and spreadsheet calculations.

Education and Experience:

- Any combination equivalent to an A.A. degree in office management or business administration and six years of increasingly responsible secretarial experience including four years of experience as a secretary to a key administrator such as Administrative Secretary in this District
- Additional qualifying experience may be substituted for the required education on a year-to-year basis.
- Computer literacy is required.
- A Bachelor's Degree in public education, public administration or business administration is desirable.

Licenses & Certificates:

- Requires a valid driver's license.
- Requires fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.

Working Conditions:

- Public education office environment.
- Smoke free environment.
- Salary includes compensation for attendance at Board meetings outside the normal workday.