

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
Job Description: Executive Assistant
(Classified Unrepresented Exempt Employee)

BASIC FUNCTION:

Under direction of the Superintendent, serve as the executive assistant, to plan, organize, and perform work assigned to provide high level administrative support to the Superintendent and the Board of Education; coordinates work assignments through the superintendent to accomplish District level priorities and works independently, relieving the Superintendent of administrative and clerical detail; perform highly complex, independent, technical and confidential, clerical and administrative support services; and other related work as required.

ESSENTIAL DUTIES:

- Serves as the executive assistant to the Superintendent and Board of Education, which may include performing research and data abstraction pertaining to legislation, court decisions, County Counsel opinions and legal provisions that may affect the District operational processes and supports the District's educational goals, programs and objectives.
- Manages scheduling and coordinates operations of Board meetings and other Board events;
- Plans, organizes, coordinates, and supervises the preparation, printing, posting (both electronically to the website and hard copy publication), and distribution of Board of Education agenda and related materials, notices, bulletins and other documents.
- Attends Board meetings, public hearings and work sessions for the purpose of providing information, recording minutes, coordinating materials distribution and/or supporting the needs of attendees.
- Prepares and maintains the official record of the Board of Education minutes.
- Develops and recommend Board of Education policies and administrative regulations as well as assist others with revising and updating policies; coordinate and monitor the district's master management and operations plan for policies.
- Ensures compliance with Conflict of Interest updates, management and filings with the County of Orange.
- Coordinates clerical, and administrative follow-up activities required by the Board of Education, including conference and travel arrangements, providing operational information, and the preparation of correspondence and special reports.
- Maintains a wide variety of complex manual and electronic documents, files and records (e.g. contacts, time sheets, legislative information, databases, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Develops, update, and maintain a Board of Education handbook.
- Performs follow-up functions to ensure a timely response to Board of Education and Superintendent for special reports and information requests.
- Works closely with other members of the Superintendent's Cabinet team to support and facilitate the timely completion of assigned projects and responsibilities.
- Prepares correspondence, memoranda, reports, and a variety of other subject matter which may be sensitive, privileged, and highly confidential.
- Interprets policies, operational regulations and procedures to District personnel and the educational community for the Superintendent.
- Serves as a member of the District's leadership team, coordinates leadership team schedule, prepares agendas, keeps abreast of leadership team business and follows up after meetings to ensure necessary actions are initiated on behalf of supervisor.
- Independently composes correspondence for the Superintendent's review.
- Stays abreast of District matters and advises supervisor accordingly; identifies priorities and coordinates functions to meet District goals and objectives to assure student achievement.

- Effectively communicates with Board members, senior management administrators, staff, and members of the public to coordinate activities, resolve issues, and convey, gather and/or exchange information.
- Processes and responds to routine mail and inquiries forwarded to the Superintendent's office.
- Assists with budget planning and expenditure control procedures pertaining to the Superintendent's office.
- Sets up meetings, arranges for refreshments, orders office supplies, calls for office machine repair.

OTHER REPRESENTATIVE DUTIES:

- Makes recommendations to develop, implement, and update internal and external procedures to assure smooth and efficient delivery of services, including the use of technology, in compliance with laws, policies and regulations.
- Identifies, plans, and implements office administrative procedures and policies in conjunction with office staff, including the administrative handbook
- Coordinates, performs, and oversees special projects as assigned.
- Performs related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Principles, procedures, strategies, methods, techniques, and operations of a chief executive officer's office.
- Principles, goals and objectives of a public education system.
- Standard office practices, trends and procedures, office equipment, and data management, storage, and retrieval systems.
- Legal mandates, policies, regulations, and operational procedures that govern the District operational processes.
- Education codes applicable to Board of Education procedures and Superintendent's office.
- Appropriate English usage, spelling, punctuation, grammar, and vocabulary.
- Excellent English reading and writing communication skills.
- Presentation skills and techniques.
- Public relations practices.
- Interpersonal skills using tact, patience and courtesy.
- Methods of statistical analysis and report writing techniques.
- General finance and accounting principles.
- Computer software and applications, including advanced Word, Power Point, Excel, Windows, Google, and desktop publishing.

Ability to:

- Effectively coordinate, direct, and expedite a variety of difficult, technical administrative functions at a level requiring extensive independent decision making within established rules, policies and procedures.
- Expeditiously research, abstract, compile, and prepare comprehensive reports.
- Interpret, apply, and explain District policies, procedures, rules and regulations.
- Communicate and articulate verbally and in writing at an exceptional level.
- Prepare comprehensive and complex statistical and narrative reports and other documents.
- Perform a wide variety of specialized and technical duties.
- Proofread and edit documents at a mastery level.
- Apply computational and statistical skills.
- Perform data analysis and make appropriate recommendations.
- Research, prepare, and maintain statistical records and prepare comprehensive, highly complex reports.
- Maintain confidentiality.
- Set priorities and meet schedules and timelines.
- Understand and carry out oral and written directions.

- Establish and maintain cooperative and effective working relationships with all levels of District staff, board members, outside agencies, parents and the public.
- Elicit cooperation from others.
- Maintain a calm, tactful, and diplomatic manner.
- Demonstrate sensitivity to, and respect for, a diverse population.
- Analyze situations accurately and adopt an effective course of action.
- Work with computer software programs and applications at advanced levels including Word, Power Point, Excel, Windows, Google, and the internet.
- Work additional hours to support evening events.
- Work independently with little direction.

MINIMUM QUALIFICATIONS

Experience:

Minimum of five years of experience coordinating the highly complex administrative operations of a Superintendent or Chief Executive Officer. Public school district experience is highly desirable but not required.

Education:

Bachelor's Degree in a business, communications, management, or organizational leadership-related field.

Licenses:

- Valid California Driver's License
- Notary Public Commission preferred

Personal Qualities:

- Independent worker
- Maturity and good judgment
- Neat and clean appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy
- Belief in high standards
- Commitment to professional responsibility
- High intrinsic motivation

WORKING CONDITIONS:

Environment:

- Indoor office work environment.
- Constant interruptions.

Physical Requirements:

- Ability to see for purposes of reading instructions, labels, and other printed matter and for the safe operation of equipment.
- Ability to hear and understand speech at normal levels in person and on the telephone.
- Ability to communicate so others will be able to clearly understand a normal conversation in person and on the telephone.
- Ability to operate computer, typewriter, calculator, copy machine, telephone, and other office equipment with dexterity and in a safe and efficient manner.

- Ability to frequently lift and move items weighing up to 25 pounds, including office supplies and printed materials.
- Ability to climb stairs.

Operation of Vehicles, Machinery, and Equipment Requirements:

- Ability to travel to a variety of locations within a reasonable time frame.
- Must be able to operate office, multimedia, and computer equipment.

Mental and Emotional Requirements:

- Ability to understand and follow oral and written directions.
- Ability to work independently with little direction.
- Ability to concentrate to meet numerous deadlines.
- Ability to handle stressful or tense situations with skill, diplomacy and tact.
- Ability to establish and maintain effective working relationships with others.
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments.
- Ability to exchange information.
- Ability to monitor student activities.
- Ability to learn the procedures, functions and limitations of assigned duties.