

## Los Alamitos Unified School District

### CLASS TITLE: EXECUTIVE ASSISTANT TO THE SUPERINTENDENT

#### BASIC FUNCTION:

Under the direction of the Superintendent, perform highly complex and responsible secretarial and administrative duties; perform a variety of administrative assistant responsibilities to relieve the Superintendent of a variety of administrative details; coordinate communication and information; interpret policies and regulations to officials, staff, and the public; serve as secretary and recorder to the Board of Education.

#### REPRESENTATIVE DUTIES:

1. Perform complex duties as confidential administrative assistant to the Superintendent, relieving the Superintendent of a wide variety of difficult and routine secretarial and administrative detail.
2. Attend Board of Education meetings and perform various secretarial and administrative assistant duties for the Board, including preparation of agenda and supporting materials, and preparation of minutes following Board meetings; maintain and update Board policy manuals; maintain official record of Board minutes.
3. Coordinate communications and information; obtain, interpret, and provide information to officials, teachers, parents, organizations, and others concerning office functions, policies, and procedures.
4. Receive, screen, and route telephone calls; answer questions, refer to appropriate staff members or schedule appointment with the Superintendent.
5. Compose difficult correspondence independently on a variety of matters; compile and type various letters, reports, and statistical data as directed.
6. Make conference and travel arrangements for the Superintendent and the Board of Education.
7. Receive, sort, read, route, and respond to mail as directed.
8. Maintain the Superintendent's confidential files and official records.
9. Prepare requisitions and purchase orders for supplies as directed by the Superintendent or the Board of Education.
10. Prepare various forms and reports on behalf of the Board of Education and the Superintendent; attend to administrative details on special matters assigned by the Superintendent.
11. Type a variety of items including correspondence, memos, lists, and reports; prepare the District directory according to the established timelines.
12. Maintain contacts on behalf of the Superintendent and the Board of Education with outside groups and special organizations including Statewide organizations in the field of education.
13. Develop, prepare, and edit news releases, newsletters, brochures, publications, and promotional materials in compliance with policies, regulations, and guidelines concerning public information.

14. Assist in creating, writing, editing, and disseminating communications to staff, parents, community, Board members, media, and others.
15. Maintain and update the Statement of Economic Interests information for designated filers and the Board of Education.
16. Develop, edit, and post information for the District's website, ensuring appropriate content and design.
17. Plan, organize, and coordinate special events.
18. Perform other related duties as assigned.

#### KNOWLEDGES AND ABILITIES:

##### KNOWLEDGE OF:

District organization, operations, policies, and objectives  
Applicable sections of State Education code and other applicable laws  
Modern office practices, procedures, and equipment  
Record-keeping techniques  
Correct English usage, grammar, spelling, punctuation, and vocabulary  
Oral and written communication skills  
Interpersonal skills using tact, patience, and courtesy  
MS Office, including Word, Excel, Outlook, PowerPoint, Publisher

##### ABILITY TO:

Exercise judgment in relieving the Superintendent of administrative detail within a defined scope of established responsibilities  
Read, interpret, and follow rules, regulations, policies, and procedures  
Organize complex material and summarize discussions and actions taken in report form  
Compose effective correspondence independently  
Maintain a variety of complex and confidential files and records  
Accurately transcribe from dictation equipment  
Type at 65 words net per minute  
Establish and maintain effective working relationships with others  
Analyze situations accurately and adopt an effective course of action  
Plan and organize work  
Work confidentially with discretion  
Communicate effectively both orally and in writing  
Make arithmetic calculations quickly and accurately  
Understand and follow oral and written directions  
Work independently with little direction

#### EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years of college-level training, preferably in office management or related field and five years of responsible secretarial experience.

**LICENSES AND OTHER REQUIREMENT:**

Possess and maintain a valid California Driver's License (Class "C" minimum) and remain insurable at the standard insurance rate.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; stoop; kneel; crouch or crawl; and talk and hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described herein are representative to those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level is usually moderate. It is a typical office environment that is subject to tight deadlines.

**SALARY RANGE:** 99

**ADOPTED BY PERSONNEL COMMISSION:** May 20, 2008

**ADOPTED BY BOARD OF EDUCATION:** May 27, 2008