



## **EXECUTIVE ASSISTANT TO THE SUPERINTENDENT**

### **DEFINITION:**

The Executive Assistant shall be responsible to the Superintendent for the supervision and coordination of functions, activities, clerical work and records of the Superintendent's Office. This position will serve in a leadership role with District Office clerical staff; will serve as the Superintendent's designee in handling matters related to staff and community relations; and will serve as a liaison between the Superintendent and state agencies, organizations, and legislative staff; and does other related work as assigned.

### **DUTIES:**

Acts as the executive and confidential secretary to the Board of Trustees and Superintendent; coordinates clerical work required in the preparation of the Board of Trustee agenda; incorporates agenda material for presentation to the Board; attends Board meetings, taking notes of business transacted and transcribes reports of minutes for review and approval; maintains the official record of Board minutes; maintains and makes revisions to the policy handbooks; attends to administrative details on special matters assigned to the Superintendent; works with other offices in the District coordinating specific clerical activities and seeing that they have been accomplished; takes and transcribes dictation consisting of correspondence, memoranda, reports, meeting minutes and such; acts as a receptionist, receiving telephone calls and visitors for the Superintendent; obtains, interprets and gives out information to various parties including the press concerning office functions, District policies and procedures; schedules appointments, arranges group meetings, takes notes and prepares minutes; composes difficult correspondence independently on a variety of matters; compiles and types various reports and statistical data; establishes and maintains confidential and complex files; receives, sorts, reads, routes and responds to mail; orders and issues supplies and equipment; operates office equipment and machines; supervises the work of clerical assistants; prepares and presents information for District clerical staff.

### **EMPLOYMENTS STANDARDS:**

Knowledge of

- skilled in Windows 95 and software such as Microsoft Word and/or WordPerfect, basic graphics, and spread sheet
- modern office technology, practices and equipment
- techniques and strategies concerning supervision, motivation and performance evaluation

## Ability to

- organize an effective clerical work flow for the Superintendent's Office
- perform highly complex, confidential responsible secretarial and clerical work and relieve the chief administrative office of detail
- assume responsibility and use good judgment on behalf of the Superintendent
- understand and apply complex policies, rules and laws
- compose difficult correspondence independently, rapidly and correctly
- plan, organize, supervise and motivate the work of others and establish and maintain working relationships
- make clear and comprehensive reports and keep complex records
- meet the public in situations requiring tact, diplomacy and discretion
- take dictation at 110 WPM and type at a corrected speed of 70 WPM
- obtain a notary certificate
- using internet technology as well as traditional data bases, to research and compile information on legal, legislative, or technical subjects as requested by Superintendent or Board members
- capable of coordinating training of others in software applications
- provides information to news media and develops news releases, arranges interviews and conferences for representatives of newspapers and other media for public information
- writes copy; edits material submitted; arranges for layouts, reproduction and distribution of written materials, including graphic and photographic materials
- ability to work with Desktop Publishing Software and/or newsletter publishing

## Experience

- seven (7) years of increasingly responsible secretarial work, including two years with school district experience

## Education

- B.A. or B.A. preferred

## QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## 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 regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to stand.

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

#### WORK ENVIRONMENT:

The work environment characteristics described here are representative of 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 in the work environment is usually moderate.

Range: Confidential Salary Schedule

2/26/97