

	<p><b><i>Executive Assistant, Confidential</i></b></p>	<p style="text-align: center;"><b>Classified MHELA</b></p> <p><b>Initial Date: May 1, 1987</b>  <b>Revision Date: April 30, 2021</b></p> <p><b>Range: MHELA Confidential</b>  <b>Reports to: Assistant or Deputy Superintendent</b></p>
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**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

To plan, organize and perform highly responsible, complex, sensitive and confidential secretarial and administrative support services for Assistant or Deputy Superintendent. Employees in this classification receive limited supervision within a framework of standard policies and procedures. This job class requires a high level of secretarial and organizational skills as well as in depth knowledge of policies, procedures, standards and requirements of the Division to which the position is assigned. This job class functions in a highly visible and independent manner and includes extensive contact with District staff members and the general public requiring a high degree of tact, discretion and judgment.

**DISTINGUISHING CHARACTERISTICS:**

Positions allocated to this class provide administrative support to Assistant or Deputy Superintendent. Incumbents are responsible for providing broad based, skilled, often autonomous functions and for relieving the assigned administrator of routine details in support of Division activities.

**REPRESENTATIVE DUTIES:**

- Plans, organizes, and performs clerical, secretarial and administrative support functions related to activities and operations of the Division to which assigned.
- Maintains budget and other Division records and processes related material.
- Composes or processes correspondence, taking initiative on matters not requiring personal attention of the Assistant or Deputy Superintendent.
- Takes and transcribes notes; processes reports, Board packet material, memoranda and other important documents; compiles and writes reports in accordance with written or oral instructions from Assistant or Deputy Superintendent; may assist with gathering data and other information related to bargaining with employee groups.
- Answers Assistant or Deputy Superintendent 's telephone, responding to or directing calls, as appropriate.
- Acts as a resource and provides information and assistance regarding Division programs, operations, activities, policies, and procedures to District staff and the general public with tact and discretion.
- Prepares agendas and handouts for Division meetings; may transcribe and distribute minutes.
- Arranges and schedules appointments, meetings and travel arrangements for Assistant or Deputy Superintendent .
- May fulfill the duties of Executive Assistant to the Superintendent, as requested, including interacting with Trustees and posting the Board Agenda.
- May be required to attend Board Meetings to take notes, assist with the proceedings, or otherwise support Assistant Superintendents, Deputy Superintendent, and Superintendent.
- Establishes and maintains administrative and confidential files.
- Opens, reviews, sorts, prioritizes and routes incoming mail.
- Maintains files and handles details relating to policy development, employer-employee relations, and related matters.
- Maintains general files and handles details on matters involving or affecting the Division to which assigned.
- Performs related duties similar to the above in scope and functions as required.

**EMPLOYEE STANDARDS:**

Knowledge, Skills and Abilities Required:

- Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation.
- Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary.
- Knowledge of proper office methods and practices including word processing, record keeping systems, receptionist and telephone techniques, and letter and report writing.
- Knowledge of financial record keeping methods and practices.
- Ability to perform a variety of highly responsible secretarial support functions with speed and accuracy.
- Ability to learn, interpret and apply procedures, standards and requirements of the Division to which assigned.
- Ability to learn, interpret relevant District rules and policies and apply them with good judgment.
- Ability to establish and maintain a wide variety of manual and computerized records and files.
- Skill in maintaining confidentiality of policy development and employer-employee relations materials.
- Ability to analyze situations and take appropriate action regarding routine procedural matters without immediate supervision.
- Ability to perform arithmetic calculations with speed and accuracy.
- Skill in learning and using computer systems and office software programs as appropriate to assignment.
- Skill in effectively communicating in both oral and written form.
- Ability to prioritize and coordinate work flow to meet timelines.
- Skill in operating a variety of office equipment such as typewriter, calculator, copier, computer and printer.
- Ability to establish and maintain effective work relationships with those contacted in the performance of required duties.

**WORKING CONDITIONS:**

- Dexterity of hands and fingers to operate standard office equipment including a typewriter or computer terminal to type letters, reports and other materials
- Bending, reaching to maintain files; hearing to answer telephones; speaking to exchange information, and sitting and operating a keyboard to enter data into a computer terminal for extended periods of time.
- Moderate to high levels of stress.

**ENVIRONMENTAL CONDITIONS:**

- Indoor office environment.
- Temperature - normal climate.

**CONTACTS:**

- Daily contact with school and District staff.
- Occasional contacts with parents, community members and outside agency personnel.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. A typical way to obtain these would be:

- Two years of college or high school graduation with two years of business college.
- Five years of broad, varied and increasingly responsible clerical and secretarial experience in the field of public education or an equivalent combination
- District experience in a related field may be substituted for formal education.

**LICENSES AND OTHER REQUIREMENTS:**

- May require a valid California's Driver's License
- May require pre-employment physical examination

**EMPLOYMENT STANDARDS:**

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.