

BUENA PARK SCHOOL DISTRICT

EXECUTIVE ASSISTANT TO THE SUPERINTENDENT

DEFINITION

Under direction of the Superintendent, serves as a confidential secretary and administrative aide relieving the Superintendent of administrative and clerical detail; performs highly complex, technical and confidential secretarial and administrative clerical functions.

DISTINGUISHING CHARACTERISTICS

The Executive Assistant differs from the class of Administrative Secretary in that the assigned incumbent in the class acts as the secretary and assistant to the Superintendent of Schools. The duties and responsibilities are more varied, technical, and confidential in nature, and involve all aspects of the District's operation and activities. This position also serves as the primary secretarial support to the Governing Board.

EXAMPLES OF DUTIES

Serves as confidential secretary and administrative aide to the Superintendent, which may include performing research and data abstraction to legislation, court decisions, County Counsel opinions and legal provisions that may affect the District's operational processes; coordinates the secretarial, clerical and administrative follow-up activities required by the Governing Board, including conference and travel arrangements, providing operational information and the preparation of correspondence and special reports; plans, organizes, coordinates and supervises the preparation, printing and distribution of Governing Board agendas and related materials, notices, bulletins and other communicative documents; attends Board meetings and takes stenographic notes and prepares a transcription draft for the Superintendent's review and editing; prepares and maintains the official record of the Governing Board minutes; assists in the revision, updating and maintenance of the Governing Board policies and regulations; performs follow-up functions to ensure a timely response to Governing Board and Superintendent special report and information requests; takes and transcribes dictation pertaining to correspondence, memoranda, reports and a variety of other subject matter which may be sensitive, privileged and highly confidential; may interpret policies, operational regulations and procedures to District personnel and the educational community for the Superintendent; independently composes correspondence for the Superintendent's review; plans, organizes, establishes and maintains a complex data management, storage and retrieval system; processes and responds to routine mail and inquiries forwarded to the Superintendent's office; assists in the budget planning and expenditure control procedures pertaining to the Superintendent's office; attends administrative meetings as required and prepares minutes as directed; performs other related work as required.

QUALIFICATIONS

Knowledge of:

Procedures, methods, strategies, and techniques pertaining to the operation of a chief executive officer's office;

Principles, goals, and objectives of a public education system;

Modern office practices, trends and procedures, standard office equipment and modern data management, storage and retrieval systems;

Legal mandates, policies, regulations, and procedures which govern the District operational processes;

English usage, spelling, grammar, manuscript, and report formatting;

Effective and efficient communication techniques, strategies, and procedures;

Computer and software applications, including WordPerfect;

General principles of human relations, including essentials of supervision and communication.

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Ability to:

Interpret a wide range of rules, regulations, laws, and policies of the executive office and apply them with good judgement in a variety of situations without immediate supervision;
Plan and organize the work of an executive office and maintain a high level of confidentiality;
Show resourcefulness, initiative, integrity, and discretion;
Coordinate, direct, and expedite the production of a high volume of documents and materials;
Effectively and efficiently perform highly responsible clerical, secretarial, and administrative aide functions and activities without immediate supervision;
Expediently abstract, compile, and prepare comprehensive reports;
Communicate effectively in oral and written form;
Establish and maintain a complex data management, storage, and retrieval system;
Type at a net corrected speed of 70 words per minute;
Take and transcribe dictation accurately at a net speed of 100 words per minute;
Understand and carry out oral and written directions;
Establish and maintain cooperative relationships and maintain a calm, tactful, and diplomatic manner;
Perform the essential functions of the job with or without reasonable accommodation.

EXPERIENCE

Five years of highly responsible executive secretarial or administrative aide experience.

EDUCATION

Equivalent to the completion of twelfth grade and college education courses in public administration, organizational management, or public relations. Any combination of secretary experience to an executive and training that would provide the required knowledge and abilities are qualifying.

SUPERVISORY RESPONSIBILITIES

Assign, supervise, and evaluate the work of the Receptionist/Administrative Clerk.

LICENSE REQUIREMENT

Possession of a valid California Motor Vehicle Operator's License.

CONDITION OF EMPLOYMENT

Insurability by the District's liability insurance carrier.