

Title:	Executive Assistant – Business Services	Reports To:	Chief Business Officer	
Department:	Business Services	Bargaining Unit:	<input type="checkbox"/> CSEA 860 <input type="checkbox"/> CSEA 27 <input type="checkbox"/> AEA	<input type="checkbox"/> Management <input checked="" type="checkbox"/> Confidential <input type="checkbox"/> Unrepresented
Hours:	Varies	No. of Work Days:	261	
FLSA Classification:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non Exempt	Type:	<input type="checkbox"/> Reclassification <input checked="" type="checkbox"/> Update of job description <input type="checkbox"/> New job description	
Salary Schedule:	<input type="checkbox"/> Contract <input type="checkbox"/> Executive Cabinet <input type="checkbox"/> Administrative/Supervisory <input checked="" type="checkbox"/> Confidential		<input type="checkbox"/> Licensed <input type="checkbox"/> Unrepresented <input type="checkbox"/> CSEA 27 <input type="checkbox"/> CSEA 860	

DEFINITION

Under the general direction of the Chief Business Officer, performs a variety of complex, specialized duties requiring excellent communication skills; utilizes specialized knowledge and independent judgment involving frequent and responsible public contact; interprets policy and administrative regulations; provides for accurate and timely entry of a variety of data into various computer software programs; has access to information relating to confidential employer-employee relations. Performs other duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Chief Business Officer.

ESSENTIAL FUNCTIONS

- Perform a variety of complex, specialized business office administrative duties requiring excellent communication and organizational skills such as establishing and maintaining comprehensive business files and transaction records.
- Utilize specialized knowledge and independent judgment involving frequent and responsible public contact.
- Assist the Chief Business Officer by researching, compiling, and preparing background materials and information for Board, Cabinet, and staff meetings.
- Manage, research, and process responses to subpoenas, loss claims, litigation, and legal documentation requests.
- Coordination of loss and accident claims with third party insurance administrator; acting as head liaison on behalf of the district in regards to district-wide insurance matters.
- Manages District liability and property insurance programs, represent District at EBSIG and ACSIG.
- Provide for accurate and timely entry of a variety of data into various computer software programs.

- Prepare and type letters, forms, records, reports, bulletins, handbooks, statistical reports, and other documents; duplicate a variety of materials.
- Receive, open, and distribute mail.
- Receive and screen phone calls and visitors; schedule appointments and provide information as requested and direct inquiries and visitors to the proper person or office; make phone calls to request or provide information as directed.
- Provide technical information concerning policies and procedures; interpret program policies, rules, and procedures to assist staff at school sites and the public.
- Processes all applications for exemption to District's parcel taxes; maintain accurate files regarding applications and continually review and analyze exemption procedure to recommend and implement process improvements.
- Coordinate submission of loss and accident claims with third party insurance administrator; act as primary contact person for District with third party insurance administrator; maintain accurate files regarding claims and communicate disposition of claims to claimants in a timely manner.
- Create departmental purchase orders and authorize payment in accordance with departmental procedures.
- Prepare estimates of income, expenditure, and other financial reports.
- Monitor budget revisions and transfer and inform Chief Business Officer of discrepancies.
- Prepare various analytical, advanced technical, and highly complex reports and documents.
- Coordinate the Department budget control function with the Accounting Department as directed.
- Operate a computer to enter, update, and access a variety of records and information into various computer software programs; operate various other office equipment.
- Provide administrative support to Superintendent when necessary.
- Attend meetings, take notes, prepare minutes, and maintain records of Bond and Parcel Tax Oversight Committee meetings as needed.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Microsoft PowerPoint, Excel, Word, and Outlook.
- Knowledge of complex, specialized legal and business filing systems.
- Data collection and analysis.
- Strong writing and editing skills using correct English, grammar, spelling, and punctuation with attention to detail.
- Basic English language and math concepts.

Ability to:

- Ability to plan, organize, and prioritize work to meet schedules and time lines.
- Strong oral and written communication skills including ability to communicate with tact, patience, and courtesy.
- Ability to interpret, apply and explain rules, regulations, policies, and procedures.
- Ability to analyze situations accurately and adopt an effective course of action.
- Ability to understand and follow oral and written directions and work independently with little direction.
- Proficient with Microsoft PowerPoint, Excel, Word, and Outlook.
- Knowledge of complex, specialized legal and business filing systems.
- Strong writing and editing skills using correct English, grammar, spelling, and punctuation with attention to detail.
- Ability to work cooperatively with others.
- Ability to multi-task to complete work accurately and as directed despite many interruptions.

- Ability to work evenings to assist with note-taking for Board of Education meetings and to assist with time sensitive tasks as needed which may extend beyond the 8 hour work day.

Education and Experience:

- Bachelor’s Degree or any combination of education, training, and/or experience equivalent to eight years of relevant experience.
- Previous experience as an administrative assistant in a business or legal office preferred.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver’s License by time of appointment.

PHYSICAL DEMANDS

Frequency Key: None (N); Occasional - up to 25% of shift (O); Intermittently – up to 50% of shift (I); Frequently – up to 75% of shift (F).

Activity	Frequency	Activity	Frequency
Bend	F	Lift/carry 0-10 lbs	F
Twist	F	Lift/carry 11-25 lbs	F
Squat	F	Lift/carry 26-40 lbs	I
Kneel	I	Lift/carry 41-100 lbs	N
Climb	I	Stand	F
Reach above shoulder	I	Walk	F
Grip/Grasp	F	Sit	O
Extend/Flex Neck	I	Drive	I
Use Dominant Hand	F	Perform Repetitive Hand Motions	F
Use Non-Dominant Hand	I	Keyboarding/Mouse Work	I
Ability to See	F	Ability to Hear	F

ENVIRONMENTAL ELEMENTS

Employees primarily work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees occasionally work outdoors and are exposed to dust, fumes, allergens, vermin, parasites, or insects.

THE ALAMEDA UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and, in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation, or sex.