

Title:	Senior Executive Assistant - Superintendent	Reports To:	Superintendent	
Department:	Superintendent's Office	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 Superintendent, performs a variety of complex, specialized duties requiring excellent communication skills; maintains a high level of confidentiality while exercising tact, diplomacy, 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; prepares and maintains agenda materials for the Board of Education; takes and transcribes minutes for all special and regular meetings of the Board of Education; has access to information relating to confidential employer-employee relations; and manages all operations for meetings of the Board of Education. Performs other duties as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Superintendent.

**ESSENTIAL FUNCTIONS**

- Perform a variety of complex, specialized office administrative duties requiring excellent communication and organizational skills such as establishing and maintaining comprehensive files and transaction records.
- Utilize specialized knowledge and independent judgment involving frequent and responsible public contact.
- Assist the Superintendent by researching, compiling, and preparing background materials and information for Board, Cabinet, and staff meetings.
- Assist Board of Education members by researching, compiling, and preparing background materials and information for weekly Board of Education bulletin.
- Provide for accurate and timely entry of a variety of data into various computer software programs.
- Organize, schedule, and staff agenda building meetings with the Superintendent, Cabinet, and representative Board of Education members.
- Prepare and type letters, forms, records, reports, bulletins, handbooks, statistical reports, and other documents; duplicate a variety of materials.

- Receive, open, and distribute mail.
- Serve as primary staff liaison with Novus, the electronic on-line agenda program.
- Serve as primary liaison for issues related to Board of Education meetings, policies, procedures, and protocols to assist staff at school sites and the public.
- Responsible to conduct initial interviews in person or on telephone with students, teachers, and parents, and either answer questions, refer to an appropriate staff member, or make appointments with the Superintendent.
- 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.
- Create departmental purchase orders and authorize payment in accordance with departmental procedures.
- 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 Chief Human Resources Officer when necessary.
- Provide administrative support to Board of Education members when necessary.
- Support collective bargaining negotiations, including the coordination of confidential reports and notes used in negotiations and related labor matters as needed.
- Attend meetings, take notes, prepare minutes, and maintain records of meetings, including regular, special, and subcommittee meetings of the Board of Education as needed.
- Perform related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Microsoft PowerPoint, Excel, Word, and Outlook.
- Knowledge of complex, specialized 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 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 public agency 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.