

Oak Grove School District

JOB TITLE: Senior Executive Assistant to the Superintendent/Clerk to the Board of Trustees
Confidential

SALARY RANGE: Range: 15

CLASSIFICATION:

Classed under provisions of the Educational Employee Relations Act (EERA). A “confidential employee,” as defined by the EERA, includes those who, in the regular course of their duties, have “access to, or possess information relating to,” employer-employee relations, including labor negotiations and grievance, or administrative support work which requires access to employer’s position on labor relations matters and are required to maintain strict confidentiality of information related to employer/employee relations’ activities.

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Provides a wide variety of complex and confidential administrative support to the Superintendent and Governing Board; communicates information on behalf of the Superintendent and the Governing Board to school and District staff, public agencies, etc.; ensures compliance of Superintendent's office activities with financial, legal and administrative requirements; liaison between the Superintendent, the Governing Board, staff and the public to provide information and address issues. Attends Board meetings and oversees meeting agenda, backup materials, postings, and logistics. Applies knowledge of District policies, rules, regulations, programs, and procedures to issues and situations. Performs confidential tasks; including legal communication and document preparation. Coordinates and manages special projects.

This position requires independent judgement, professionalism, strong interpersonal and communication skills, and requiring a high level of accuracy, attention to detail, balancing and managing deadlines and workflow.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Organize and manage the office of the Superintendent, assuring efficiency and quality; coordinate communications; relieve the Superintendent of administrative detail.
- Coordinate Superintendent’s calendar; conference/travel logistics for the Superintendent and Board members.
- Act as liaison between the Superintendent and Cabinet, Administrative Team, Board of Trustees, and others in the District and community.
- Track and monitor action items and follow-up to ensure Superintendent, Executive Team, and Board priorities are progressing.
- Provide analytical support including research, compiling and analyzing data, preparing reports and quality assurance.
- Promptly respond to and/or delegate inquiries, complaints, and public records requests.
- Complete special projects including planning, coordination and implementation of school district special elections and Board elections; researching and compiling data for projects, as assigned.
- Prepare letters, newsletters, e-mails, bulletins, and other documents and publications for the Superintendent.

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- Interpret and explain policies, programs, and regulations.
- Keep the Superintendent apprised of potential problems and concerns.
- Maintain confidential, privileged, and sensitive information, files, and records.
- Monitor designated budgets; prepare purchase orders; and process reimbursements.

ESSENTIAL DUTIES AND RESPONSIBILITIES – CLERK TO THE BOARD:

- Attend Board meetings and oversee meeting agenda, backup materials, postings, and logistics.
- Coordinate Board meetings including regular and special meetings, study sessions, retreats, closed sessions and hearings.
- Maintain Board meeting database including official files, permanent, and historical records.
- Review Board agenda items, backup and reports submitted by division staff and schools for accuracy, completeness, and conformity with standards. Communicate with staff to obtain Board materials and to arrange for corrections.
- Independently draft agenda items, resolutions, and backup documents as needed.
- Meet with the Superintendent to plan the Board agenda.
- Assist in maintaining Board policies and bylaws.

MINIMUM QUALIFICATIONS:

Education & Experience: High School diploma or equivalent; advanced degree desirable or coursework in business administration or a related field, and 5 years minimum experience supporting a senior-level Executive.

Knowledge of: Standard secretarial procedures and office management techniques; correct English grammar, punctuation, spelling, and proofreading; record keeping and filing systems; general finance and accounting principles; applicable sections of California Education Code, Government Code, Elections Code, and other related laws; Brown Act and Robert's Rules of Order; standard office equipment; proficient in Microsoft Office applications: Outlook, Word, Excel, PowerPoint; advanced knowledge of desktop publishing and spreadsheet software; interpret data processing information; develop automated systems for information handling; and website maintenance.

Skill and Ability to: Effectively coordinate a variety of difficult, technical administrative functions at a level requiring extensive independent decision-making within established rules, policies, and procedures; prepare clear, concise, grammatically correct (including punctuation and spelling), letters, memos, minutes, and other written documents; communicate effectively, both verbally and in writing; demonstrate tact, and diplomacy; maintain confidentiality of privileged and sensitive information; set priorities, define tasks, schedule and coordinate activities and functions, develop procedures and complete assignments; exercise independent thinking and good judgment; mathematical computational skills; operate a variety of office equipment including computer, fax machine, copier; interpret policies, administrative regulations and legislation, and accurately explain to others; establish and maintain effective file systems; perform research and compile information from a variety of sources; and maintain cooperative relationships with those contacted in the course of work assignments.

REQUIREMENTS:

- Type accurately 60 words per minute from clear copy.
- Possesses CA Driver's License with access to vehicle.
- Work extended hours for attendance at District Board meetings.

PHYSICAL REQUIREMENTS:

Ability to stand, walk, and sit frequently or for prolonged periods of time. Additional physical abilities include some lifting/carrying/pushing/pulling, stooping/crouching, reaching/handling/ finger dexterity, talking/hearing conversations, and near/far visual acuity/depth perception/color vision/field of vision.

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, sex (pregnancy or gender or gender identity), sexual orientation, marital status, national origin (including language use restrictions), ancestry, disability (mental and physical, including HIV and AIDS, age (40 and above), medical condition (cancer/genetic characteristics), denial of family and medical care leave, or denial of pregnancy disability leave or reasonable accommodation. Inquiries regarding compliance procedures may be directed to our human resources office.

This organization is a Drug and Tobacco-Free Workplace.

This organization requires a successful candidate to provide us with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.