



LOMPEC UNIFIED SCHOOL DISTRICT

EXECUTIVE ASSISTANT TO THE SUPERINTENDENT

JOB SUMMARY:

Under the direction of the Superintendent, perform highly responsible and confidential secretarial and administrative assistant duties to relieve the Superintendent of a variety of administrative details; interpret policies and regulations to officials, personnel and the public; plan, coordinate and organize office activities and flow of communications and information for the Superintendent; compose correspondence on a variety of matters including those of a confidential nature; prepare and maintain a variety of complex lists and records; provide support to Board of Education with assigned functions and responsibilities; train and provide work direction and guidance to assigned personnel as directed

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform highly responsible duties as the primary and confidential secretary to the Superintendent, relieving the Superintendent of a variety of secretarial and administrative details; monitor various activities on behalf of Superintendent as assigned and ensure compliance with established guidelines and regulatory requirements; maintain confidentiality of privileged and sensitive information.
- Plan, coordinate and organize office and department activities, information and flow of communications for the Superintendent; oversee assigned work activities, organize assignments and monitor progress; ensure activities are completed within established guidelines.
- Provide assistance to the Board of Education as assigned by the position, including composition, editing, maintenance and research of Board policy; research and answer questions concerning policy and law; coordinate Board requests and activities including conference travel and school site visitations; advise Board members concerning individual school and organizational calendars.
- Research, analyze, interpret and apply State and federal laws, District policies, programs, rules, requirements and procedures and ensure compliance with financial, legal and administrative requirements; serve as a liaison between various departments and offices and provide information and direction as required.
- Research and compile a variety of information; compute statistical information for various federal, State and local reports; process and evaluate a variety of forms and applications related to assigned functions; duplicate materials as necessary; process a variety of documents and materials related to assigned activities; process, prepare and organize board agenda items as directed.
- Input a wide variety of data into an assigned computer system; maintain both manual and automated files and records; create queries and generate a variety of computerized lists and reports; ensure timely distribution and receipt of a variety of records and reports; ensure accuracy of input and output data.
- Compose correspondence independently on a variety of matters including those of a confidential nature; prepare materials and data and handle related correspondence and proposals regarding negotiations; compile and type various letters, forms, reports, contracts, packets, statistical data, memoranda, bulletins, newsletters, notices, vouchers, lists and other materials as directed; prepare, format, edit, proofread and revise written materials.

- Obtain and provide information, records and materials to personnel and the public where judgment, knowledge and interpretation of policies and regulations and organizational functions and programs are required; respond to a wide variety of inquiries from internal and external parties.
- Prepare and maintain a variety of complex lists and records related to student information, personnel, financial activity and assigned duties, including those of a confidential nature; manage and reconcile absences for assigned personnel as required; establish and maintain filing systems; Train and provide work direction and guidance to assigned personnel as directed.
- Responds to a wide variety of calls, concerns and/or complaints for the purpose of resolving problems, providing information and/or referring to appropriate personnel.
- Coordinate and schedule a variety of projects, appointments, functions and program components including meetings, in-service events, travel and accommodations and facility rentals for assigned personnel; coordinate and arrange special events and activities for the Superintendent.
- Monitor designated budgets and ensure assigned accounts are accurate and expenditures are within federal or State requirements; reconcile account balances for assigned budget categories and maintain accurate account balances as assigned; provide purchase recommendations as assigned.
- Attend and participate in a variety of meetings, trainings and workshops as assigned including Board meetings; prepare related notices, reports, presentations and agendas; record and transcribe minutes; prepare and distribute minutes, updated records, statements, documents and reports to appropriate personnel as appropriate; update records and related documents in response to Board resolutions concerning organizational policies, procedures and administrative regulations; represent assigned supervisor in their absence in order to convey or gather information required for their functions.
- Operate and maintain a variety of office equipment including a calculator, copier, fax machine, computer and assigned software; arrange for equipment repairs as needed.
- Communicate with other departments, administrators and outside agencies to coordinate activities, exchange information and resolve issues or concerns.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school supplemented by college-level course work in secretarial science or related field and six years of increasingly responsible secretarial or administrative assistant experience.

Licenses and other Requirements

- Valid California Class C driver's license.

Knowledge of:

- Functions and secretarial operations of an administrative office.
- Organizational operations, policies and objectives.
- Applicable laws, codes, regulations, policies and procedures.
- Modern office practices, procedures and equipment.
- Record-keeping techniques.

Executive Assistant to the Superintendent

- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Budgeting practices regarding monitoring.
- Methods of collecting and organizing data and information.
- Business letter and report writing, editing and proofreading.
- Basic public relations techniques.
- Operation of a computer and assigned software.

Ability to:

- Perform highly responsible and confidential secretarial and administrative assistant duties to relieve the Superintendent of a variety of administrative details.
- Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
- Plan, coordinate and organize office activities and flow of communications and information for the Superintendent.
- Train and provide work direction and guidance to assigned personnel.
- Organize complex material and summarize discussions and actions taken in report form.
- Compile and prepare comprehensive reports concerning a broad spectrum of subject matter.
- Compose effective correspondence independently.
- Maintain a variety of complex and confidential files and records.
- Ensure efficient and timely completion of office and program projects and activities.
- Understand and resolve issues, complaints or problems.
- Type and input data at an acceptable rate of speed.
- Operate a variety of office equipment including a computer and assigned software.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Plan and organize work.
- Meet schedules and time lines.
- Prioritize and schedule work.
- Work independently with little direction.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.

WORKING CONDITIONS:

Work Environment:

- Office environment

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Constant interruptions.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person or on the telephone.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Lifting, carrying, pushing and pulling light objects as assigned.

Generally, the job requires 80% sitting, 10% walking and 10% standing

Executive Assistant to the Superintendent

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

FLSA Status: Non-Exempt

Approval Date: February 14, 2023

Personnel Commission First Reading: November 17, 2022

Personnel Commission Approval: November 17, 2022

Salary Range: Level V Confidential