

	POSITION DESCRIPTION
Title: Executive Assistant to the Superintendent	
Department: Superintendent's Office	FLSA Classification: Working Professional, *Exempt from overtime Disaster Service Worker: Essential Staff
Bargaining Unit: None	Work Year: 12 Month
Reports to: Superintendent	Board Approval Date: June 3, 2020

Salary Grade: \$65,590-\$80,958 plus Benefits

Primary Function:

To play an integral role in the administration of the Superintendent's office by providing efficient support to the Superintendent and Board of Education through a wide variety of complex, highly responsible, and visible clerical, administrative and managerial functions. Provide leadership and assistance in responding to public information requests as they relate to the District and Superintendent's office.

Essential Job Functions:

The job analysis will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal (non-essential) job functions are subject to modification. Nothing in this job analysis restricts management's right to assign or reassign duties and responsibilities for this job.

- Maintain the Superintendent's and Board's historical archives and required records.
- Schedule appointments and meetings; assist with managing and maintaining the Superintendent's calendar, and organize Board program visits and activities exercising considerable discretion in committing time.
- Coordinate school board member elections and vacancies.
- Maintain and update district and trustee maps and descriptions.
- Conduct research and prepare summaries on various topics under the Superintendent's and Board's jurisdictions.
- Develop, analyze, update, and interpret Board policies, resolutions and procedures.
- Provide information and assistance to staff, other educational institutions, government agencies, affiliate organizations, business partners, and the general public regarding the policies, procedures, programs, and services of the District.
- Plan, prepare, post, and distribute agendas and meeting materials for the Board of Education and other special and ad-hoc committees and meetings in accordance with the Brown Act, when applicable, and attends all meetings of the Board.

- Stay current on public meeting requirements, laws, regulations, industry stipulations, and trends to ensure compliance, and advise administrators on related issues.
- Assist in public information matters directly related to the Superintendent's office.
- Manage the executive/Superintendent's office page(s) of the district website.
- Assist in responding to format requests for information under the Public Records Act and from the Grand Jury.
- Assist in coordinating internal and external communications independently or from verbal concepts.
- Serve as Filing Officer for the Form 700-Conflict of Interest Statements and the Statement of Facts-Roster of Public Agencies; monitoring changes throughout the year to remain in compliance.
- Collects and coordinates confidential information contributing significantly to the development of management positions with respect to employer-employee relations.
- Perform support tasks for the School Board.
- Perform diverse, technical, administrative and highly skilled executive office assistant work involving access to confidential information concerning employer-employee relations with all bargaining units throughout the district.
- Read, interpret, and summarize documents, conduct thorough research, and work closely with counsel on legal matters.
- Approve purchase requisitions and expense transfers, assist in the preparation and monitoring of assigned budgets, and assess ways to reduce costs.
- Provide support for Cabinet members as needed.
- Assist in a variety of District operations, manage special projects, and perform related administrative duties as requested.
- Perform routine and complex administrative and technical duties and tasks.
- Serve as initial contact/resource person for the Superintendent's Office; screen calls, visitors, and mail; respond to sensitive requests for information and assistance; interpret policies, rules, and regulations in response to inquiries and complaints; resolve concerns and complaints; refer inquiries as appropriate; provide accurate and timely responses on behalf of the Superintendent and Board of Education to inquiries from the public and press.
- Collect, compile, and analyze information from various sources on a variety of specialized topics related to programs of the District; write reports which present and interpret data, identify alternatives, and make and justify recommendations.
- Prepare routine, complex and technical correspondence, memoranda, reports and manuals from various sources including privileged and highly sensitive and/or confidential material.
- Organize the flow of communication through the Superintendent's Office in an efficient and effective manner with; Santa Rosa City School personnel, Board of Education, news media, the general public, and other agencies.
- Maintain calendar of appointments for the Superintendent; coordinate activities with other Santa Rosa City Schools divisions, departments, the public, and outside agencies; coordinate travel and meeting arrangements; prepare for meetings, conferences, and other functions for staff.
- Assist in a variety of organizational operations; perform special projects and assignments as required; serve on councils and committees as assigned.
- Maintain confidentiality of information.

- Train and coordinate Confidential, Senior and Administrative Secretaries as they relate to the preparation of all board agenda items and distribution and tracking of board policies and administrative regulations.
- Provide training to all new administrators and board members who have the responsibility of preparing or receiving board agenda items and board policies and administrative regulations.
- Work with CSBA on board policy and administrative regulation updates (Gamut Online)
- Arrange travel as required for Superintendent and Board members.
- Arrange and coordinate special district events; including meetings and trainings provided by the Superintendent.

MARGINAL JOB FUNCTIONS:

- May perform other duties related to this job description.

SUPERVISION RECEIVED:

Employees in this classification receive limited supervision within a broad framework of policies and procedures; directly responsible to the Superintendent.

MINIMUM QUALIFICATIONS:

Education and Experience

- Experience as the assistant to an organizational executive and/or elected official, preferably in an educational setting.
- Education at Bachelor’s degree level or equivalent education and experience that demonstrates the ability to perform the duties and responsibilities as described.
- Increasingly responsible administrative office management experience, preferably in a public agency.
- Bilingual Spanish/English is highly desired, but not required.

Licenses/Certifications:

Valid California Driver License

Functions and Abilities:

- Establish and maintain cooperative and effective working relationships with others.
- Promote a harmonious work environment; set a good example of unquestionable work ethics.
- Proven interpersonal skills with experience providing complex administrative support with tact, discretion and diplomacy.
- Must be outgoing, professional and driven, with a passion for strategic partnerships and collaboration.
- Perform timely and effective communications with internal and external parties utilizing personal attributes and sound judgment.
- Creative, systems-oriented solutions thinker.
- Ability to exercise analytical and independent judgment.
- Excellent oral and written communication skills including the ability to thoroughly and accurately convey complicated information to a broad spectrum of individuals and organizations. Examples include: Administrators, Officials and Board Members.
- **Proficiency in entire Microsoft and Google suites, survey development and on-line meeting platforms.**

- **Advanced Word Processing, database, and spreadsheet skills.**
- Monitor a variety of school district contracts, policies and legal agreements involving other agencies, charter schools and private companies.
- Compose letters, memoranda and internal documents such as purchase orders with a minimum of direction.
- Ability to prepare concise and accurate written communications, including preparation of presentation materials.
- Answer office telephone and route calls as appropriate; handles incoming calls from employees, parents and members of the community and route to other individuals as necessary.
- Type/keyboard accurately at least 80 words-per-minute.
- Attend and take minutes at meetings involving a variety of topics, including Board of Education meetings.
- Under the guidance of the Superintendent, handles highly confidential correspondence including letters, minutes, memoranda, and reports; type reports for various committees, task forces, Board of Education and administrators.
- Collect and compile information pertaining to related administrative and instructional activities; prepare special reports for the Board of Education, committees and other organizations; prepare reports and submit to supervisor for review and approval.
- Arrange appointments and maintain calendar of meetings for the Superintendent.
- Coordinates meetings including, but not limited to, preparing and distributing agendas and other meeting materials; reserving and preparing facilities, and recording and transcribing meeting minutes.
- Strong organizational skills, ability to manage multiple projects, and independently problem solve.
- Demonstrated ability to meet deadlines and to successfully identify, organize and complete multiple tasks both independently and within a team environment.
- Develop and maintain files of correspondence, records, logs and budgets.
- Proactively develops and maintains highly organized files of correspondence, records, logs, budgets and other documents; maintains records pertaining to the functions assigned to the Superintendent.

Working Conditions:

- Office environment.
- Extended hours may be required to meet project deadlines.
- Some travel may be required.
- Venues outside of the district.
- During emergency, disaster, pandemic, etc.

Physical Abilities:

Ability to sit for extended periods; hearing and speaking to communicate and exchange information; use the telephone for extended periods; sufficient vision to ensure accuracy of reports and documents; dexterity of hands and fingers to operate a computer terminal and office equipment; lifting light to medium weight objects up to 40 pounds; kneeling/squatting and bending at the waist, walking, pushing/pulling, climbing and reaching to maintain and retrieve documents and other items.