

DINUBA UNIFIED SCHOOL DISTRICT

CLASS TITLE: EXECUTIVE ASSISTANT TO THE SUPERINTENDENT/BOARD (CONFIDENTIAL)

BASIC FUNCTION:

Under the direction of the Superintendent, coordinate, oversee and perform a variety of highly responsible and confidential secretarial and administrative duties for the Superintendent and Board; interpret policies and regulations to officials, staff and the public; plan, coordinate and organize office activities, public relations and flow of communications and information for the Superintendent; maintain confidentiality of sensitive and privileged information.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform highly responsible duties as the primary and confidential secretary to the Superintendent, relieving the Superintendent of a variety of secretarial and administrative details; plan, coordinate and organize office and department activities and flow of communications for the Superintendent; develop and implement office procedures to assure complete and timely operations; maintain confidentiality of privileged and sensitive information; maintain confidentiality regarding issues related to negotiations and collective bargaining matters.

Coordinate and perform duties in preparing the Board of Trustees agenda, meetings, reports and minutes; attend meetings as assigned and record and transcribe minutes; distribute minutes, updated records, documents and reports to administrative staff.

Receive, screen and route telephone calls; greet and assist visitors; refer callers or visitors to appropriate staff members; take and relay messages; respond to requests, complaints and questions from officials, staff and the public, representing the Superintendent by phone and written communication; interpret policies and regulations to officials, staff and the public.

Compose correspondence independently on a variety of matters including those of a confidential nature; compile and type various letters, forms, reports, agenda items, memoranda, schedules, statistical data and other materials as directed; prepare, format, edit, proofread and revise written materials.

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; coordinate inter-District and intra-District enrollment of students; assist school sites with placement of overflow students as needed.

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; establish and maintain filing systems.

Receive, sort and route incoming correspondence; review and determine priority of incoming mail; compose replies independently or from oral direction.

Input a wide variety of data into an assigned computer system; maintain automated files and records; create queries and generate a variety of computerized lists and reports; assure timely distribution and receipt of a variety of records and reports; assure accuracy of input and output data.

Communicate with other departments, administrators and outside agencies to coordinate activities, exchange information and resolve issues or concerns; maintain contact with the media, Board, employee groups, professional organizations, legal contacts and government agencies on behalf of the Superintendent.

Coordinate and schedule various appointments and meetings; make travel arrangements for Board members and Superintendent as assigned; assist with the preparation of District master calendars.

Operate and maintain a variety of office equipment including a copier, fax machine, projector, computer and assigned software; arrange for equipment repairs as needed.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

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.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Methods of collecting and organizing data and information.

Business letter and report writing, editing and proofreading.

Public relations techniques.

ABILITY TO:

Perform highly responsible and confidential secretarial and administrative assistant duties to relieve the Superintendent of a variety of administrative and clerical details.

Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.

Plan, coordinate and organize office activities, public relations and flow of communications and information for the Superintendent.

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.

Assure efficient and timely completion of office and program projects and activities.

Understand and resolve issues, complaints or problems.
Type or input data at an acceptable rate of speed.
Take and transcribe dictation 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, prioritize and organize work.
Meet schedules and time lines.
Work independently with little direction.
Work confidentially with discretion.
Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

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

LICENSES AND OTHER REQUIREMENTS:

Incumbents maybe required to obtain a valid Notary license within a designated probationary period.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
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.
Bending the waist, kneeling or crouching to file materials.
Reaching overhead and above shoulders to retrieve materials and supplies.
Lifting, carrying, pushing and pulling moderately heavy objects.

Employee _____ Date _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Board Approved: March 9, 2017