

## **DINUBA UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: EXECUTIVE ASSISTANT TO THE ASSISTANT SUPERINTENDENT (CONFIDENTIAL)**

#### **BASIC FUNCTION:**

Under the direction of the Assistant Superintendent-Instruction & Human Resources, perform highly responsible and confidential secretarial and administrative assistant duties to relieve the Assistant Superintendent of a variety of administrative details; interpret policies and regulations to officials, staff and the public; plan, coordinate and organize office activities and flow of communications and information for the assigned administrator; maintain confidentiality of sensitive and privileged information.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Perform highly responsible duties as the primary and confidential secretary to the Assistant Superintendent, relieving the administrator of a variety of secretarial and administrative details; plan, coordinate and organize office and department activities and flow of communications for the administrator; 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; participate in the collective bargaining process as assigned; assist with confidential inquiries concerning employees and families; transcribe notes during interviews, disciplinary meetings and investigative meetings concerning personnel or families; maintain direct contact with officials including legal personnel, investigators, local police department and other District Administrators to communicate information on behalf of the Assistant Superintendent.

Receive, screen and route telephone calls; greet and assist visitors; refer callers or visitors to appropriate staff members; take and relay messages; serve as a liaison between directors, schools and outside agencies concerning Department activities; communicate information to District staff, parents and trustees in the community; interpret policies and regulations to officials, staff and the public.

Coordinate and schedule various appointments and meetings; reserve facilities; maintain and coordinate the Assistant Superintendent's calendar; prepare and disseminate calendar of events; coordinate and arrange special events and activities for the Assistant Superintendent; prepare required documents for assigned events and functions.

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, fliers, work orders and other materials as directed; prepare, format, edit, proofread and revise written materials as assigned.

Prepare and maintain a variety of complex lists and records related to student information, personnel and assigned duties, including those of a confidential nature; establish and maintain filing systems.

Monitor inventory levels of office and other designated supplies and equipment according to established guidelines; prepare and process requisitions for purchase orders and prepare invoices according to established guidelines; research and obtain quotes and bids as assigned.

Train and provide work direction and guidance to assigned personnel as directed; assist with substitute teacher recruitment processes; assist with organizing substitute training as assigned.

Operate and maintain a variety of office equipment including a calculator, scanner, copier, folding machine, 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.

**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.

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 Assistant 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 assigned administrator.

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.

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.

**EDUCATION AND EXPERIENCE:**

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

**WORKING CONDITIONS:**

**ENVIRONMENT:**  
Office environment.

**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 for extended periods of time.  
Bending the waist, kneeling or crouching to file materials.  
Reaching overhead and above shoulders to retrieve supplies and materials.  
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.