

SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: EXECUTIVE ASSISTANT III (CONFIDENTIAL GRADE 064)

DEFINITION:

Under general direction, provides a wide variety of highly specialized, advanced, and confidential secretarial, administrative, and operational support to the County Superintendent of Schools; provides leadership, work guidance, and support to assigned staff.

DIVERSITY STATEMENT:

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, San Diego County Office of Education (SDCOE) employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

DISTINGUISHING CHARACTERISTICS:

The Executive Assistant series is distinguished from the Administrative Assistant III classification in that positions in the Administrative Assistant series provide clerical support to a program or unit and an assigned administrator, typically at the Director, Senior Director, or Executive Director level, while Executive Assistant positions relieve an assigned cabinet-level administrator or Board of Education member of clerical detail and perform a variety of administrative tasks related to the functions and services of the related program or unit.

The Executive Assistant I performs a variety of clerical and administrative duties, under regular supervision, in support of an Assistant Superintendent or a direct report to the county superintendent and provides primary secretarial and office administrative support services to an office of major scope and accountability.

The Executive Assistant II performs a variety of advanced secretarial and administrative duties to support members of the San Diego County Board of Education.

The Executive Assistant III performs more advanced secretarial, administrative, and operational support duties, under minimal supervision, in support of the County Superintendent.

REPRESENTATIVE DUTIES:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

ESSENTIAL FUNCTIONS:

Provides highly specialized, advanced, and confidential secretarial, administrative, and operational support to the office of the Superintendent; supports and relieves the Superintendent of administrative support details.

Schedules, coordinates, plans, and develops the Superintendent's calendar of required meetings and events, including San Diego County Office of Education (SDCOE) leadership meetings, County Superintendents ACSA Region 18 meetings, regional groups, events, school visits, speaking engagements, and other activities; coordinates and confirms travel arrangements including registrations, hotel and flight reservations, travel authorizations, and expense and reimbursement reports.

Oversees the daily operations of the Office of the Superintendent.

Leads and provides technical support and work guidance to support staff on administrative procedures, services, and County Office regulations to ensure efficient operations, and compliance with SDCOE established policies and procedures; provides support to office personnel in the completion of their work activities.

Coordinates consistent flow of information and requests for information from a variety of sources including the public, County Office personnel, school districts, teachers, students, businesses, state agencies, and other external stakeholders in accordance with established guidelines and procedures.

Receives and evaluates information involving SDCOE staff, visitors, students, parents, the public, and other agency personnel; monitors and refers inquiries and complaints to the appropriate divisions; researches, responds, and takes appropriate action to manage issues, concerns, and grievances; escalates more difficult and sensitive concerns; follows-up to ensure necessary action is taken.

Ensures timely and accurate completion of work assignments, task timelines, and mandated reporting of activities, program and project outcomes, and results in support of the Vision, Mission, and Values of SDCOE.

Researches and compiles data from a variety of sources; develops and maintains comprehensive and confidential reports, documents, files, and records.

Represents the Superintendent at a variety of meetings and events; prepares presentations, meeting materials, and agendas as required; records meetings, proceedings, and events, and develops meeting minutes and summary reports.

Composes, prepares, and disseminates written materials independently on a variety of matters including those of a confidential nature; documents activities, provides written reference and/or conveys information regarding the Superintendent and SDCOE.

Maintains comprehensive and confidential documents, files, and records; provides up-to-date reference and audit trail for compliance.

Maintains designated budgets including the County of Superintendent's special projects and assure assigned accounts are accurate and expenditures are within federal and/or state requirements; collects and accounts for fees and initiates budget transfers as directed.

Promote positive relationships with school and community agencies.

Operates a variety of office equipment including a computer and assigned software.

NON-ESSENTIAL FUNCTIONS:

Performs related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to education, training and experience which clearly demonstrate possession of the knowledge and abilities described above. An example of qualifying experience and education would be: Associate's degree and five (5) years of progressively responsible experience working for an administrator of a large and complex division, department or agency or responsible secretarial experience of comparable depth and breadth of assignment. Experience in an educational setting is desirable.

CREDENTIAL/LICENSE/CERTIFICATION:

Valid California driver's license

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

San Diego County Office of Education organization, operations, policies, and procedures.

Functions and administrative and operations and regulations of the SDCOE Superintendent's office and Board policies.

Applicable laws, Education Codes, regulations, policies and procedures related to assigned activities including the Brown Act.

Current office practices, procedures, and equipment.

Research and record-keeping techniques.

Conflict resolution strategies and techniques.

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

Oral and written communication skills.

Interpersonal skills using tact, diplomacy, patience, and courtesy.

Budgeting practices regarding monitoring and control.

Methods of collecting and organizing data and information.

Business letter and report writing, editing, and proofreading.

Public relations techniques.

Operation of a computer and assigned software.

Arithmetic computations.

ABILITY TO:

Perform complex and specialized secretarial and administrative assistant duties to relieve the Superintendent of a variety of administrative details.

Lead the work of support staff and the daily operations of the Office of the Superintendent.

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.

Organize complex materials and summarize discussions and actions taken in report form.

Compile and prepare comprehensive reports concerning a broad spectrum of subject matter.

Analyze and interpret Education Codes, policies, and regulations to officials, staff, and the public.

Compose effective correspondence independently.

Maintain confidentiality of privileged and sensitive information.

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

Understand and resolve issues, complaints, or problems.

Keyboard 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, prioritize, organize, and direct work.

Meet schedules and timelines.

Work independently with little direction.

Work confidentially with discretion.

Communicate effectively both orally and in writing.

Perform arithmetic computations with speed and accuracy.

WORKING CONDITIONS & PHYSICAL ABILITIES:

Indoor/Office environment.
 Constant interruptions.
 Drive a vehicle to attend meetings and conduct work.

Must be able to hear and speak to exchange information; see to perform assigned duties; sit and/or stand for extended periods of time; possess dexterity of hands and fingers to operate a computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lift, carry, push, pull, and/or move light objects.

Established	Approved by the Personnel Commission	Revised	FLSA Status	Salary Grade
2/2018	Feb. 21, 2018	10/2019; 09/2023	Non-Exempt	Confidential Support Grade 065