

SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: EXECUTIVE ASSISTANT II (CONFIDENTIAL GRADE 062)

DEFINITION:

Under general direction, performs a wide variety of highly responsible and confidential administrative, secretarial, and operational support to the members of the County Board of Education. Serves as the Recording Secretary for the San Diego County Board of Education.

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, 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 services to an office of major scope and accountability.

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

The Executive Assistant III performs more advanced secretarial and administrative 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 complex and highly responsible secretarial and administrative support to the San Diego County Board of Education, and to the Superintendent as needed, including performing deputy clerk functions.

Serves as the Recording Secretary for the San Diego County Board of Education; attends a variety of regular and special meetings; records, transcribes, prepares, and disseminates minutes as appropriate.

Coordinates, compiles, prepares, and distributes Board agenda items and related materials.

Researches a variety of information and materials; develops and drafts logs, records, and reports, including follow-up on Board activities and actions.

Composes correspondence independently or in accordance with oral or written instruction requiring thorough knowledge of County Office policies and procedures; proofreads and edits materials to ensure completeness, accuracy, and compliance with County Office rules and regulations.

Communicates with County Office staff, Board members, school districts, parents, County and State officials, media, and the public regarding various County Office programs, activities, and other issues to provide and exchange general information and assistance.

Receives and screens office visitors and answers telephone calls; sorts, distributes, and routes mail; provides information and answers questions where judgment, knowledge, or interpretation of policies, procedures, regulations, and laws are necessary.

Responds to requests for information, issues, concerns, and problems brought to the Board Office by parents, teachers, District staff, and the public; escalates issues and refers sensitive matters as appropriate.

Develops and maintains budgets, audits assigned expenditures, and prepares decision packages/agenda items for the Board of Education, and maintains related records and files.

Creates, issues, and coordinates service contracts and renewals.

Coordinates and schedules meetings, presentations, special events, and travel arrangements for the Board Members; maintains assigned calendars; prepares and disseminates calendars of events.

Performs a variety of responsible administrative support functions for county committees and other organizations as assigned; gathers, prepares, and maintains related data and other information; prepares and distributes agendas; attends and participates in meetings as requested; takes, prepares, and disseminates minutes and summaries of meetings.

Schedules and arranges meetings, workshops, in-services, and other special events including reserving facilities, negotiating with caterers and vendors, registering participants, and collecting fees, preparing and assembling notices, materials, and supplies, and performing related follow-up activities.

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: possession of an associate's degree and four (4) 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:

N/A

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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

Functions and secretarial operations of an administrative office.

Applicable laws, Education Code, Brown Act, regulations, rules, policies and procedures related to assigned activities of the San Diego County Office of Education.

Current office practices, procedures, and equipment.

Recordkeeping techniques.

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

Oral and written communication skills.

Interpersonal skills using tact, 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 responsible secretarial and administrative assistant duties to relieve the Superintendent and County Board of Education 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 and Board of Education.

Organize complex material 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.

Maintain confidentiality of sensitive and privileged information.

Compose effective correspondence independently.
 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 and organize work.
 Meet schedules and time lines.
 Work independently with little direction.
 Work confidentially with discretion.
 Communicate effectively both orally and in writing.
 Perform arithmetic computations with speed and accuracy.

LICENSES AND OTHER REQUIREMENTS:

WORKING CONDITIONS & PHYSICAL ABILITIES:

Indoor/office environment.
 Constant interruptions.
 Work evening hours to attend meetings.
 Drive a vehicle to 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 light objects.

Established	Approved by the Personnel Commission	Revised	FLSA Status	Salary Grade
2/2018	Feb. 21, 2018	09/2023	Non-Exempt	Confidential Support Grade 062