GATEWAY UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION: EXECUTIVE ASSISTANT TO THE SUPERINTENDENT

DEFINITION:
Under the direction of the District Superintendent, performs highly complex and responsible executive secretarial and administrative services to assist the Superintendent and serve as Office Manager; handles confidential matters related to the collective bargaining process.

DISTINGUISHING CHARACTERISTICS:
This is a confidential classified position requiring a high degree of organizational planning, the performance of high level administrative duties and tasks requiring the exercise of independent initiative, knowledge, judgment and tact and the ability to relieve the Superintendent of administrative detail.

ESSENTIAL FUNCTIONS:
1. Oversee preparation, development and publishing of the School Accountability Report Cards.
2. Oversee updating and disseminating the annual Handbook for Families and Parent Rights Manual.
3. Research and interpret laws relating and applying to policy, create draft policy for review and maintain policy manual.
4. Attend all board meetings.
5. Assists Superintendent in public relations and marketing opportunities.
6. Performs research, analysis, drafts and report preparation in response to specific requests.
7. Co-signs checks for specific District accounts.
8. Maintains close relations and liaison with other departments and school site personnel while sustaining District's integrity and security.
9. Prepares confidential correspondence, and bulletins for the Superintendent; composes correspondence as necessary.
10. Prepares agendas and minutes for the Governing Board and other meetings as assigned.
11. Prepares statistical data and reports as assigned and received.
12. Processes purchase orders relating to the office of the Superintendent.
13. Review and interpret highly confidential information.
14. Analyze situations accurately and adopt an effective course of action.
15. Receives and reviews all mail and correspondence directed to the office of the Superintendent to assure its proper distribution. This may require assembling or attaching appropriate data relative to specific items, annotating or highlighting key elements, and replying to or routing other items not requiring the Superintendent's personal attention.
16. Maintains files for the Superintendent.
17. Receives, welcomes, screens and refers visitors and telephone inquiries to the Superintendent; when appropriate, directs them to others or resolves the callers' requests as necessary.
18. Maintains the Superintendent's calendar. Schedules and coordinates appointments and makes travel arrangements.
19. Continues professional development in administrative, communications, human relations, financial analysis and management skills.
20. Maintains a high level of public image in all contacts.
21. Performs other duties as assigned.

REQUIRED QUALIFICATIONS:

1. A working knowledge of laws related to open public meetings and the Brown Act.
2. Excellent mechanical skills; accurate typing; extensive and up-to-date knowledge of business English, including vocabulary, grammatical usage, punctuation and report presentations.
3. Use modern office practices and procedures and standard office equipment operation.
4. Ability to self-start in performing responsible, complex administrative and clerical work.
5. Compose difficult letters independently.
6. Maintain and compile accurate and complete records and reports.
7. Research, analyze and prepare reports on issues with minimal supervision.
8. Has strong leadership ability.
9. Ability to relate well with diverse cultural and socio-economic groups.
10. Specialized duties require access to and possession of information relating to employer-employee relations; therefore this is a confidential position and not a part of the Classified Bargaining Unit.
11. Maturity, confidence, tact and personal judgment required of a professional executive assistant to effectively deal with stressful, diverse and dynamic work situations.
12. Ability to supervise support staff as needed.

DESIRED QUALIFICATONS:

1. A working knowledge (or quickly acquired knowledge) of Gateway Unified School District Board policies and administrative regulations, general philosophy and beliefs.
2. Establish and maintain harmonious relationships with staff, students, parents, and collaborative agencies using tact, patience and courtesy.
3. Ability to maintain a flexible schedule. It is a 40-hour per week assignment; however, the hours of the assignment will vary depending on the requirements of meeting schedules for any given week, overtime hours in this position are common.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to manipulate, handle or feel objects, tools, or controls; reach with hands and arms and talk or hear. The employee is frequently required to walk. The employee is occasionally required to stand. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EDUCATION AND EXPERIENCE:

1. High school diploma or equivalent, supplemented by a business college or secretarial training.
2. A minimum of five (5) years experience in a progressively higher level of executive secretarial/administrative work, preferably within a school district environment.