



**EXECUTIVE ASSISTANT TO THE COUNTY  
SUPERINTENDENT OF SCHOOLS (CONFIDENTIAL) — EXEMPT**

**Reports to:** County Superintendent of Schools  
**Division:** Superintendent's Office

**Our ideal candidate**

You possess exceptional multi-tasking abilities, expert level written and verbal communication skills, and are extraordinarily self-directed. You are experienced in handling a wide range of administrative and executive support related tasks and are able to work independently with little or no supervision. You are exceedingly well organized, flexible and enjoy the administrative challenges of supporting a busy office of diverse people and programs. You have the ability to interact with staff at all levels in a fast-paced environment, sometimes under pressure. Remaining proactive, resourceful and efficient, with a high level of professionalism and confidentiality is crucial to this role. You possess strong decision-making ability and attention to detail is equally important along with strong analytical skills. You have the ability to operate a computer and use appropriate software applications and peripheral office equipment. You have clear knowledge of the functions of the County Education Office and its operating procedures. You are committed to providing the best service available to Santa Barbara County Education Office, school districts, and students.

**General description**

Under general direction, serve as a Cabinet-level aide to the County Superintendent of Schools. Perform a variety of highly complex and responsible administrative duties including research, interpretive and advisory tasks, advanced problem-solving, and processing administrative details not requiring the immediate attention of the superintendent. Serve as office manager for the Superintendent's Office, prioritizing and delegating work, coordinating operating procedures, monitoring communications, and supervising assigned staff.

**Specific duties and responsibilities**

- Communicate and serve as liaison with County Education Office staff, the public, members of various boards, school districts, parents, community agencies, county and state officials, and others regarding the Office's educational mission, programs, and services
- Support and serve as a representative of the Superintendent by: independently drafting correspondence; preparing background summaries and reports; reviewing draft communications for other SBCEO departments; participating in the selection process for high-level positions; and researching, gathering, and preparing information needed in administrative decisions, meetings, and to facilitate implementation of policies and programs.
- Coordinate with other departments and outside service providers to plan Board meetings so that they are accessible live online and in-person, for Spanish speakers, and recorded for later viewing; prepare agendas for regular and special Board meetings and Board committee meetings, including coordinating the preparation of Superintendent's report to the Board and conducting necessary research related to the work of the Board or its

**EXECUTIVE ASSISTANT TO THE COUNTY  
SUPERINTENDENT OF SCHOOLS (CONFIDENTIAL) — EXEMPT**

committees; attend Board and committee meetings, take meeting minutes, and provide other administrative support to the Board in areas such recordkeeping, elections and provisional appointments, and redistricting.

- Communicate with County Board members independently and on behalf of the Superintendent on a range of matters, including Board business and SBCEO policies and practices.
- Schedule, coordinate and prepare agendas for, participate in, and take minutes of Superintendent's Cabinet meetings
- Coordinate district superintendents' meetings; communicate with school district superintendents and school board members on behalf of the County Superintendent, including during emergency situations.
- Coordinate the daily activities of the Superintendent's office by prioritizing workload, supervising the work of other staff, monitoring quality of work and progress toward deadlines; preparing a variety of purchasing, contract, travel, conference, and other forms and documents; providing and exchanging general information and assistance to SBCEO staff and outside parties; and resolving issues as appropriate.
- Manage highly sensitive calls to the Superintendent's office that may be political or legal in nature, by determining the best course of support and/or action.
- Maintain the Superintendent's appointment calendar; make travel arrangements including conference registration and lodging; and set dates and confirm arrangements for Superintendent's speaking engagements, conferences, and community events.
- Receive and screen office visitors and telephone calls; take messages, provide information and answer questions where judgment, discretion, or knowledge or interpretation of policies, procedures, and regulations is necessary; make referrals to appropriate departments or programs; seek legal counsel when appropriate.
- Plan, coordinate, or oversee arrangements for SBCEO events, including securing locations and making arrangements for food/refreshments, equipment, and other services; administering registration process; and coordinating involvement of community partners and participants, including recruitment of volunteers and solicitation of donations.
- Maintain web pages for the County Superintendent, County Board of Education, and other bodies by creating, posting, and updating content.
- Represent the superintendent and the Office at various community events when requested
- Maintain highly confidential information including that which contributes significantly to the development of management positions with respect to employer-employee relations
- Model a high standard of professionalism and service to others
- Perform other essential job-related duties and responsibilities as assigned



**EXECUTIVE ASSISTANT TO THE COUNTY  
SUPERINTENDENT OF SCHOOLS (CONFIDENTIAL) — EXEMPT**

**Requirements**

A typical way to qualify for this classification would be:

Education: Possession of a bachelor's degree in business, nonprofit, or public administration; communications; or a related field.

Experience: Three years of experience providing administrative support to an executive, preferably in the public or nonprofit sector. Experience in a lead or supervisory capacity and/or providing support to a board of directors is preferred.

Equivalent combinations of training, education, and experience that provide the required knowledge and abilities will also be considered.

**Knowledge of:**

- The role, services, and functions of the County Education Office as they relate to school districts, community agencies, county government, state offices and national organizations
- Brown Act legal requirements, agenda and minute preparation for meetings, County Board structure and role
- Modern administrative office practices, procedures, and equipment
- Standard office productivity software applications, including word processing, spreadsheets, presentations, and videoconferencing
- Principles and practices of supervision
- Report writing and recordkeeping practices
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Event planning and coordination
- Arithmetic, including percentages and fractions
- Telephone and email etiquette

**Ability to:**

- Learn SBCEO organization, operations, policies, and procedures
- Plan and organize work of self and others
- Evaluate and analyze data to make projections and formulate recommendations for management
- Analyze situations accurately and adopt an effective course of action
- Exercise discretion and make sound decisions
- Develop a variety of high-quality written, numeric, and graphic materials
- Edit and proofread documents
- Establish and maintain effective working relationships with a broad range of individuals
- Represent SBCEO and the Superintendent effectively
- Interpret, explain and apply laws, rules, regulations and policies
- Understand and follow oral and written directions



**EXECUTIVE ASSISTANT TO THE COUNTY  
SUPERINTENDENT OF SCHOOLS (CONFIDENTIAL) — EXEMPT**

- Communicate effectively, both orally and in writing
- Work independently and as a member or leader of a team
- Assign and review work, provide training, set performance standards, and evaluate performance
- Facilitate meetings and discussions effectively
- Meet schedules and deadlines
- Work with speed and accuracy
- Make accurate arithmetical computations
- Achieve proficiency in use of SBCEO administrative systems, including financial system, website content management system, and virtual meeting tools
- Learn statistical and financial recordkeeping practices
- Maintain confidentiality of files and other sensitive material and information

**Licenses and certificates**

Valid California driver's license, automobile insurance required by law, and the use of a dependable automobile.

**Working conditions**

This classification is considered generally sedentary. Most work is performed while sitting at a desk and usually involves extensive use of computers, telephones, and other office equipment. Strenuous physical activity - such as lifting and carrying heavy objects, crawling, or stooping - is not generally associated with this classification. This classification is not typically exposed to significant safety hazards.

This classification is considered exempt from the classified service in that the incumbent does not serve a probationary period and does not achieve permanency in the classification. In all other respects, the incumbent has the rights and responsibilities of other members of the classified service.

**Series**

Administrative Support

**Salary range**

92

<i>Approved by the Personnel Commission:</i>	August 26, 1998
<i>Revised:</i>	May 27, 1999
	October 23, 2014
	June 28, 2018
	June 24, 2024