

Position: Executive Administrative Assistant to the Superintendent	FSLA: Exempt
Department: Office of the Superintendent	Salary Grade: Confidential
Reports to: District Superintendent	

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

OVERALL OBJECTIVE AND SUMMARY

Performs a variety of complex and confidential assignments for the District Superintendent and Board of Trustees; provides administrative support on projects involving planning, researching and coordinating activities, relieving the Superintendent of administrative and technical details. This position is highly visible and requires discretion, initiative and sound judgment. Exercises functional and technical supervision over lower level clerical staff; performs related duties and responsibilities as assigned.

DISTINGUISHING CHARACTERISTICS

The Executive Administrative Assistant to the Superintendent is distinguished from other confidential secretarial/assistant positions through the assignment of duties that are directly related to the District Superintendent and Board of Trustees. To advance to Executive Administrative Assistant to the Superintendent, incumbents would be expected to have a minimum of five years of highly responsible secretarial experience in a public school system supplemented by specialized secretarial training as well as the following demonstrated competencies: the ability to work independently in a high volume office environment; ability to organize, coordinate and carry out clerical duties; proficiency in utilization of technology, word processing, shorthand and transcription; ability to coordinate projects requiring information from other sources; ability to communicate effectively with District staff, Board of Trustees, elected officials, county and state agencies, parents and the community.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Superintendent. Exercises functional and technical supervision over lower level clerical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential responsibilities and duties may include, but are not limited to, the following:

- Schedules and coordinates the Superintendent's complex calendar and appointments. Confirms appointments, conferences and related meetings
- Coordinates travel arrangements for the Superintendent and Board of Trustees including conference registration, lodging and transportation, prepares itineraries. Arranges for reimbursement of expenses
- Manages and maintains oversight responsibility for the Superintendent's budget including compiling necessary data, monitoring expenditures and recommending and instituting budget revisions when necessary
- Organizes and directs the work of the Superintendent's clerical staff
- Acts as Executive Assistant to the Superintendent

- Prepares agendas for the Board meetings; supervises reviews and edits backup material submitted from departments for inclusion in the Board packets; assures legal time lines have been met
- Attends Board meetings including closed sessions; takes shorthand and transcribes the minutes of the meetings. As editor of the Board Highlights, independently researches, writes and distributes the Board newsletter to staff and parents District wide
- Coordinates, prepares and distributes the Board of Trustees' Annual Statement of Economic Interests meeting required time lines
- Communicates with the leadership team, classified and certificated employees, community members, parents and students
- Answers difficult and technical questions requiring considerable knowledge, independent judgment and initiative
- Acts independently in relieving the Superintendent of administrative details, making independent decisions based upon established procedures and District policy
- Works independently in the absence of the Superintendent
- Manages and processes discrete and confidential information
- Based on knowledge of the District and Board, independently responds to requests for information from District staff, county/state/federal agencies and the community
- Reviews issues and/or concerns and refers to the appropriate level staff
- Lead, facilitate and attend meetings
- Takes and transcribes difficult dictation
- Types materials of a highly confidential nature
- Independently researches information
- Prepares documents and reports
- Composes letters and memoranda
- Edits articles, correspondence and reports submitted for the Superintendent's signature
- Compiles data for reports
- Maintains files on matters in progress
- Designs District brochures, newsletters, invitations, etc.
- Channels incoming correspondence directed to the Superintendent's Office to appropriate cabinet member(s) for action or information

- Serves on the Incident Management Team; maintains security alarm codes for Education Center staff; reviews written material from outside agencies, organizations and community members for Board policy compliance and approves for distribution
- Designs and maintains the filing system in the Superintendent's Office and stores permanent, confidential and official District records including Board resolutions and meeting minutes
- Maintain on-going relationships and communications with local agencies and elected officials offices
- Organizes, plans, coordinates and implements special projects assigned by the Superintendent
- Performs other duties as assigned that support the overall objective of the position

QUALIFICATIONS

Knowledge and Skills:

- Requires a strong knowledge of current office practices, procedures and equipment including advanced word processing applications, experience and willingness to learn current and future technologies, including digital and social media
- Knowledge of correct English usage, spelling, punctuation, grammar and composition, proofreading/editing and mathematical skills
- Must be knowledgeable of customer service and telephone techniques to communicate professionally and effectively with others
- Requires a thorough knowledge of business letter writing and report preparation techniques
- Must be knowledgeable of Board Policies, Administrative Regulations and government and state regulations related to the public education system
- Knowledge of complex filing systems, methods and procedures to accurately and efficiently maintain permanent and confidential records

Ability to:

- Independently perform the duties of the position efficiently and effectively
- Coordinate and perform office and secretarial work with speed and accuracy
- Learn, interpret, explain and apply knowledge of District policies and procedures
- Plan, organize and prioritize work in order to meet schedules and timelines
- Have Flexibility in hours and schedule to align with Superintendent's schedule
- Research, read, interpret, explain and apply laws, rules, regulations, policies and procedures related to the District
- Identify and research sources of data in the District and the community to obtain information
- Be well versed in data and ability to synthesize data and information
- Analyze situations and accurately adopt an effective course of action
- Analyze data, reach sound conclusions and communicate them both in oral and written formats
- Communicate effectively with diverse groups including elected officials, the media, administrators, Board members, staff, parents and the public in a manner that reflects positively on the Office of the Superintendent
- Develop and maintain positive, cooperative working relationships with staff
- Learn and utilize District information systems to synthesize data, create reports, and make recommendations

PHYSICAL ABILITIES

This position requires:

- Requires sufficient hand/eye coordination and manual dexterity to keyboard at an advanced rate)
- Requires sufficient visual acuity to recognize words, letters and numbers

- Requires auditory ability to carry on conversations over the telephone and in person
- Requires ambulatory ability to retrieve work materials
- Maintains regular and dependable attendance

EDUCATION AND EXPERIENCE

Any combination equivalent to: Bachelor's degree, and five years of increasingly responsible secretarial or administrative assistant experience

LICENSES AND CERTIFICATES

- Certificate in shorthand or note keeping at an advanced rate of 80+ wpm
- Certificate in keyboarding at an advanced rate of 60+ wpm or successfully passing the District's timed keyboarding test
- Criminal Justice fingerprint clearance
- Driver's license