

## **EXECUTIVE ASSISTANT TO THE SUPERINTENDENT**

### **DEFINITION:**

Under general direction of the Superintendent, works independently to perform a wide variety of highly responsible and confidential administrative and secretarial support duties. Supervise and coordinate the functions, activities, workload, and record keeping of the Superintendent's Office. Provide secretarial support to the Board of Education. Coordinate the flow of communications between the California Department of Education, governmental officials, businesses, staff, students, parents, other districts, and public agencies.

### **QUALIFICATIONS:**

**Experience:** At least seven years in a responsible administrative assistant position, a minimum of five years of school district experience

**Education:** Equivalent to a completion of four years of college (High level administrative assistant experience may be substituted on a year-for year basis)

**Other:** Possession of a valid California driver's license

### **DISTINGUISHING CHARACTERISTICS:**

The Executive Assistant to the Superintendent is a Confidential position and a member of the Superintendent's Cabinet. Perform independent decision-making on a broad range of District initiatives and activities. Serve as a resource for administrators and board members. Analyze requests and provide recommendations for action.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Under the direction of the Superintendent incumbent will:

- Coordinate and organize office activities to assure the smooth running of the Superintendent's office; create a variety of correspondence, memoranda, requisitions, reports, board agenda items, meeting agendas, spreadsheets, forms, letters, emails, calendars, and Google Docs
- Perform a wide variety of independent secretarial and administrative assistant duties to relieve the Superintendent of administrative and clerical detail
- Manage multiple projects simultaneously. Anticipate and track initial dates, events and associated action items; follow up with appropriate parties on behalf of the Superintendent to ensure deadlines are met
- Coordinate flow of communication and serve as a liaison between administrators, staff, students, parents, and the public; explain programs, policies and procedures; initiate and answer telephone calls; screen and route calls; respond to inquiries and provide information; retrieve and respond to messages as appropriate
- Compose a variety of correspondence independently or from oral instruction and other information as requested; maintain confidentiality of sensitive and privileged information
- Prepare and maintain financial records related to the assignment; record expenditures; maintain and monitor department, program, and grant budgets
- Compile information and prepare and maintain a wide variety of data and reports according to established procedures and timelines; participate in special projects and research related to the administrator's area of responsibility
- Designs and maintains the filing system in the Superintendent's Office and stores permanent, confidential, and official records including Board Policies, Administrative Regulations, Board Bylaws, Board of Education meeting agendas and minutes, and Cabinet minutes
- Coordinate and schedule meetings, appointments, and conferences; prepare agendas for and take minutes at assigned meetings; arrange travel reservations for Superintendent and School Board
- Plan and schedule complex calendar(s) with limited or no consultation, resolve calendaring conflicts
- Negotiate and manage the needs of individuals or groups requesting time with the Superintendent, independently committing their time
- Independently prioritize, plan, coordinate and/or oversee logistics and conferences with individuals and entities internal and external to the District
- Where applicable, train and provide work direction and guidance for clerical support staff as assigned by position; provide input on employee performance as requested
- Operate a variety of office equipment and have a current knowledge and strong skill set with using , Microsoft Office, Google Suite, Zoom, Microsoft Teams, Outlook, Adobe Pro, PowerSchool, QSS
- Coordinate and organize the updates of Board Policies, Administrative Regulations, and Board Bylaws.; review California School Boards Association updates, coordinate process for communicating updates to stakeholders and ensure current policies, regulations, and bylaws are current on District website.

### **KNOWLEDGE:**

- Government Code section related to the Brown Act
- Conflict of Interest Codes

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- Deadlines for school district/public hearings and regular board meetings, special board meetings, discipline and dismissal hearings, etc.
- Education Code, Board Policies Administrative Regulations, and Board Bylaws; applicable laws, codes, rules, and regulations
- Functions and operations of an administrative office
- District organization, operations, policies and procedures
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Oral and written communication skills
- Financial and statistical record-keeping techniques
- Research methods
- Operation of a computer and assigned software

### **ABILITIES AND SKILLS:**

- Coordinate the work of others in preparation of the Board of Education meeting agendas
- Process administrative details not requiring attention of the administrator
- Ability to adhere to an expectation of confidentiality on all business matters
- Develop correspondence, including materials of a confidential nature, independently from notes, instructions, transcription, etc., incorporating policy, regulation, or Education Code where appropriate
- Initiate forms, communications, board agenda items, special assignments, and projects for the Superintendent
- Coordinate and facilitate projects to meet time schedules
- Event planning experience
- Serve as liaison between administrator, district personnel, and the community
- Strong interpersonal skills with ability to deal with all levels of administration and staff
- Provide technical, clerical, and logistical support to personnel engaged in department activities
- Facilitate/attend the activities of various committees for and/or with the Superintendent
- Initiate and answer telephone calls, make appointments and interview callers, and furnish desired information or assistance.
- Develop, monitor, and maintain department budget/fiscal records and reports
- Understand and resolve issues, complaints or problems
- Respond to formal complaints within the required timeline
- Strong organizational skills with ability to handle multiple tasks, attend to details, and ensure accuracy and efficiency
- Calm and confident during high stress situations

### **SPECIALIZED DUTIES:**

- Using proprietary, complex workflow software, coordinate the preparation of agendas for the Board of Education meetings, including the oversight and coordination of the work of other departments. Review the backup materials for completeness, and assure legal time lines have been met.
- Attend all regular and special Board meetings for the purpose of providing information, recording of official minutes, coordinating technology needs, and distributing materials for attendees
- Serve as the liaison between the Office of the Superintendent and the California Department of Education for official District business
- Coordinate a wide variety of special projects and events for the Superintendent and Board of Education
- Maintain official records of the District, manual and electronic documents, and files in accordance with administrative guidelines and legal requirements
- Maintain files on student, personnel and/or legal matters in process and expedite completion
- Prepare confidential reports, memoranda, and correspondence between the Superintendent and the Board of Education
- Serve as liaison between parents and members of the public and the Superintendent and Board of Education for the purpose of relaying information and resolving concerns or complaints while maintaining professional composure
- Communicate with legal counsel as directed related to official district matters
- Interpret board policy, government code, and education code sections to administrators, parents, and the public
- Serve as a member of the Superintendent's Cabinet for decision-making, input and administrative support

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- Act as resource for designated staff members and board members on the Conflict of Interest Code, ethics training, and Form 700 required filings

### **PHYSICAL REQUIREMENTS:**

**Physical Abilities** include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

**Significant physical abilities** include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

### **WORK ENVIRONMENT:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.