

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: EXECUTIVE ASSISTANT

BASIC FUNCTION:

Under the direction of an Assistant Superintendent, perform complex and confidential administrative support duties to relieve the administrator of a variety of clerical and administrative procedural details; plan, organize and coordinate and office activities and flow of communications and information for the assigned administrator; research and compile information and compute statistical data for mandated reports; serve as a technical resource to employees regarding assigned functions, activities and requirements.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform complex and confidential administrative assistant support duties to relieve the Administrator of a variety of clerical and administrative procedural details; maintain confidentiality of privileged and sensitive information; assure smooth operations of an assigned office.

Plan, coordinate and organize office and department activities and flow of communications for the administrator; serve as a liaison for the administrator and communicate with District personnel, parents or community members; coordinate communications between Administrator and other District staff and the public.

Communicate with District personnel or parents on confidential or sensitive issues according to established guidelines and procedures; apply extensive knowledge of District policies and exercise independent judgment; expedite transmittal of information and facilitate implementation of policies and programs; assure timely communications.

Receive, screen and route telephone calls; greet and assist visitors; refer callers or visitors to appropriate staff members; take and relay messages; respond to requests, complaints and questions from officials, staff and the public, representing the administrator by phone and written communication; interpret policies and regulations to officials, staff and the public.

Research and compile information and compute statistical data for federal, State and District reports, and special projects as assigned.

Assist in the preparation and maintenance of an assigned division's budget; monitor expenses and balance budgets.

Prepare and process documents and information relating to collective bargaining activities and employee relations; participate in negotiations as directed; maintain confidentiality of privileged and sensitive information related to negotiations and District actions.

Prepare and review Board agenda items specific to an assigned division; prepare and review related Board correspondence, notices, reports and presentations specific to an assigned division; assist in

the development of Board policies and administrative regulations; record, transcribe and distribute minutes; update Board records, statements, documents and reports for appropriate personnel; follow-up on Executive Cabinet directives.

Compose correspondence independently on a variety of matters including those of a confidential nature; review incoming confidential correspondence and summarize contents for administrator; compile and type various emails, letters, forms, reports, contracts, packets, statistical data, memoranda, bulletins, newsletters, notices, lists and other materials as directed; prepare, format, edit, proofread and revise written materials.

Order supplies and materials; prepare purchase orders; assure adequate forms and supplies to support office operations; input requisitions and submit work orders.

Coordinate and schedule various appointments and meetings; make travel arrangements; reserve conference rooms and facilities; prepare and assure proper completion of reimbursement forms; maintain and coordinate the administrator calendar; prepare and disseminate calendar of events; coordinate and arrange special events and activities for the administrator.

Assist in the development and maintenance of an assigned divisions web page; intranet web page, board policy and administrative regulation manual and Local Control and Accountability website.

Receive, open and screen incoming mail and independently compose replies according to established procedures.

Input a wide variety of data into an assigned computer system; prepare reports and files including those of a confidential nature; prepare and maintain a variety of complex lists and records related to assigned duties; establish and maintain filing systems; assure timely distribution and receipt of a variety of records and reports; assure accuracy of input and output data.

Perform special projects and prepare various forms and reports on behalf of the administrator; attend to administrative details on special matters as assigned; perform varied duties related to the administrator's area of responsibility and assigned programs.

Travel to attend a variety of meetings; prepare and send out notices; collect and compile information; record proceedings according to established procedures; serve as a member on committees as assigned.

Prepare, maintain and account for personnel attendance records and reports as assigned; prepare regular payroll reports with Assistant Superintendent's authorization and submit to the payroll department.

Operate a variety of office equipment including a copier, printer, fax machine, scanner, a computer and assigned software; drive a vehicle to conduct work.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Administrative office practices, procedures and equipment.
Telephone and public relations techniques/etiquette.
Policies and objectives of assigned program and activities.
Applicable Ed Codes, Board policies, laws, policies and procedures including the Brown Act.
District Board policies and administrative regulations.
Record-keeping techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Operation of a variety of office equipment, a computer and assigned software.
Methods of researching, collecting and organizing data and information.
Business letter and report writing, editing and proofreading.
Financial and statistical record-keeping.
Basic math, financial and statistical record-keeping.
Basic budget monitoring and control.
Event planning techniques.

ABILITY TO:

Perform complex and confidential administrative support duties to relieve the Assistant Superintendent of clerical and administrative procedural details.
Plan, coordinate and organize office department activities and communications.
Prepare and process documents and information relating to collective bargaining activities.
Coordinate communications between administrators, personnel, parents, students and the public.
Assure smooth and efficient office operations.
Interpret, apply and explain laws, codes, rules and regulations related to assigned activities.
Work independently with little direction.
Compose correspondence and written materials.
Type or input data at an acceptable rate of speed.
Understand and resolve issues, complaints or problems.
Maintain confidentiality of sensitive and privileged information.
Determine appropriate action within clearly defined guidelines.
Organize and coordinate office activities.
Make arrangements for meetings, catering, travel and conferences.
Coordinate schedules and make changes as needed.
Analyze situations accurately and adopt an effective course of action.
Establish and maintain cooperative and effective working relationships with students, parents, staff and administrators.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Complete work with constant interruptions.
Maintain and update complex records and files.
Receive and transcribe confidential dictation.
Research and verify data.
Assist with budget preparation and financial record keeping.
Operate a variety of office equipment including a computer and assigned software.
Complete work with many interruptions.

Add, subtract, multiply and divide quickly and accurately.
Plan and organize work.
Meet schedules and timelines.
Coordinate meetings and special events.

EDUCATION AND EXPERIENCE:

Education: Graduation from high school or equivalent. Supplemental college level coursework in business, secretarial science or related field is desired.

Experience: Six years of increasingly responsible secretarial or administrative support experience.

Any combination of training and/or experience that would likely provide the required knowledge and abilities may be considered.

LICENSES AND OTHER REQUIREMENTS:

Valid California class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct work.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard and standard office equipment.
Hearing and speaking to exchange information in person and on the telephone.
Reaching overhead and above shoulders to access materials.
Sitting or standing for extended periods of time.
Seeing to read a variety of materials.
Bending at the waist, kneeling or crouching to file materials.

HAZARDS:

Contact with dissatisfied or abusive individuals.