



JOB DESCRIPTION

Executive Assistant



Reports to:	Assistant Superintendent	Employee Group/ Salary Range:	Classified Confidential
Dept:	Multiple	FLSA:	Non-exempt
Annual Workdays	261	Formal Review Date: Board Approval Date:	6/23/23 7/10/23

PRIMARY FUNCTIONS

Under general supervision, performs advanced administrative support to an Executive Director or Assistant Superintendent; creates and maintains documents, reports, records and files required for work processes; performs research and oversees small administrative projects; assists in processing purchase orders and budget tracking; performs complex scheduling and calendaring; staffs meetings; posts agendas and takes minutes; regularly interacts with the Superintendent's Office, Board of Trustees and elected officials and the public; and performs related duties as assigned.

ESSENTIAL DUTIES & RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Provides clerical and administrative support to an Executive Director or Assistant Superintendent; composes and prepares memoranda, correspondence, reports, presentations, spreadsheets, forms and other documents, often of a highly sensitive and confidential nature; drafts and proofreads Board of Trustee documents and reports; ensures materials, contracts, reports and documents received for signature are accurate and complete.
- Composes and maintains confidential legal correspondence and records related to personnel including employee credentialing, certification and discipline and student welfare and crisis management/confidential emergency response; collects developer fees.
- Prepares reports for county, state and federal agencies related to compliance and other matters including fair employment practices, employee credentialing and certification, student and staff demographics, student attendance, student truancy and discipline; assists in preparing enrollment and attendance reports.
- Organizes, maintains and updates confidential, specialized and technical files, documents and records including department personnel records; creates and maintains electronic and physical filing systems.
- Screens and/or independently responds to visitors, phone calls, correspondence and email inquiries regarding a variety of division matters; provides information and refers to appropriate person or handles issues that may require sensitivity and use of tact and independent judgment.

- Acts as liaison in coordinating the calendar and matters between the manager's office and other departments, divisions, elected officials, students, community members and external entities; maintains a variety of division calendars.
- Creates and maintains complex spreadsheets and databases; reviews, submits and tracks requests for payments and purchase orders; reviews travel and conference expense forms; prepares financial reports, performs bank reconciliations and oversees divisional cash tracking and reporting.
- Coordinates registration, travel arrangements and reimbursements for division staff; organizes logistics of a variety of formal and informal meetings and events including awards ceremonies, tours, receptions and conferences; coordinates invitations, food, facilities and event participants.
- Gathers background materials and documents needed by manager to draft recommendations and reports; researches best practices, prior actions, student data and financial information and forwards to manager for review.
- Attends and provides administrative support to a variety of committees, groups and other divisional meetings; participates in preparing and distributing the agenda, presentations and meeting packets; keeps minutes and records of assigned committees in accordance with the Brown Act as needed; tracks status of action items and validates required deadlines are met.

OTHER DUTIES

- Attends negotiation meetings with District administrative staff and bargaining unit members to officially record written notes as needed.
- Coordinates personnel processes including the hiring and evaluation processes; oversees accuracy of timecards and payroll processes.
- Provides day-to-day lead work guidance and direction to other staff including providing information, instruction and training on work procedures and technical/legal/regulatory requirements.
- Provides backup for other administrative support staff.
- Performs related duties as assigned.

QUALIFICATIONS

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Graduation from an associate degree program and at least four years of progressively responsible administrative support experience preferably in an academic environment; or an equivalent combination of training and experience. A bachelor's degree is preferred.

Licenses, Certificates and Other Requirements:

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program may be required in some assignments.

KNOWLEDGE, SKILLS AND ABILITIES**Knowledge of:**

- Office administrative and management practices and procedures.
- Principles, practices, concepts and techniques used in customer service, public relations and community outreach.
- Provisions of the Brown Act and the Public Records Act.
- District payroll and general accounting systems operations, practices and procedures.
- Practices and techniques of sound business communication and report writing; correct English usage, including spelling, grammar and punctuation.
- Basic research methods and statistical analysis techniques.
- District policies, procedures and rules regarding budgeting, purchasing and travel and expense reporting.
- Use and operations of business and specialized computer applications and other office equipment required for the work.
- Safety policies and safe work practices applicable to the assignment.
- Basic principles and practices of employee work guidance and direction.

Skills and Abilities to:

- Communicate information accurately and effectively; comprehend requests for information or assistance; maintain a courteous and tactful manner when under pressure or in an antagonistic situation.
- Compose clear, concise and comprehensive correspondence, reports, studies, agreements, presentations and other written materials from brief instructions.
- Track and report statistical information utilizing complex spreadsheets and databases.
- Perform mathematical calculations; assist in monitoring departmental budgets.
- Analyze problems, evaluate alternatives and recommend or adopt effective courses of action in accordance with established policies and procedures.
- Assign and review the work of lower-level administrative support staff.
- Set priorities and exercise sound judgment within areas of responsibility.
- Understand, interpret, explain and apply applicable laws, codes, regulations, policies and procedures.
- Maintain confidentiality of District files and records.
- Understand and follow written and oral instructions.
- Operate a computer and use standard business software and type accurately at a speed necessary to meet the requirements of the position.
- Represent the District effectively in dealing with students, District leadership, community groups, and elected officials.

- Establish and maintain effective working relationships with all those encountered in the course of work.
- Understand and be sensitive to and respectful of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students, faculty and staff.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand; and lift up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands:

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; use math and mathematical reasoning; observe and interpret people and situations; learn and apply new information and skills; perform highly detailed work; work on multiple, concurrent tasks and under intensive deadlines.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Employees work under typical office conditions subject to frequent public contact and interruption and to intermittent exposure to individuals acting in a disagreeable fashion.

The employee may travel between school sites, classrooms, and public agency locations. Assignments will also require occasional travel to conferences, workshops, and professional symposia outside the school district boundaries.

EMPLOYEE CERTIFICATION OF JOB DESCRIPTION

I hereby acknowledge I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the general duties and responsibilities of this job. I understand that the job description may be revised from time to time in the future by the Patterson Joint Unified School District Governing Board in consultation with my professional association as needed and where applicable.

I understand and agree nothing in this job description should be construed as a contract of employment. My employment with the Patterson Joint Unified School District is contingent upon execution of a signed contract approved by the board of trustees. Continued employment is subject to my adherence to board policy, state and federal laws, the collective bargaining agreement between my association and the district where applicable, and my performance evaluation.

I further acknowledge that it is my responsibility to notify my supervisor immediately in the event I may need reasonable accommodations to perform the primary functions, general duties and responsibilities, or the physical, mental and social requirements of this job.

Employee Signature

Date

Name Printed