



JOB DESCRIPTION

Senior Executive Assistant



Reports to:	Superintendent	Salary Schedule:	Classified Confidential
Dept:	Superintendent's Office	FLSA:	Non-exempt
Annual Work Days:	261	Formal Review Date: Board Approval Date:	6/23/23 7/10/23

PRIMARY FUNCTIONS

Under general supervision, performs advanced administrative support to the Superintendent; interprets and explains policies and procedures and oversees the administration of the Superintendent's Office; performs research and oversees small administrative projects; assists in budget development and tracking; performs complex scheduling and calendaring; staffs committees, takes and posts agendas and minutes; regularly interacts with the Board of Trustees, the County Office of Education, and elected officials; coordinates event logistics; 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 secretarial and administrative support to the Superintendent; composes and prepares a wide variety of finished documents, which may include confidential correspondence and other material for signature by the Superintendent; prepares and maintains records for periodic or special reports and presentations; ensures materials, contracts, reports and documents for signature are accurate and complete.
- Relieves Superintendent of administrative details by disseminating information and requests and taking follow-up action; may attend meetings with the Superintendent to obtain information as assigned; assists in tracking the implementation and completion of projects; drafts updates, newsletters and other public communication documents.
- Researches and gathers background materials and documents needed to brief the Superintendent; drafts recommendations and reports for committees and the Board of Trustees; researches best practices, prior actions, student data and financial information and forwards to Superintendent for review.
- Attends Board of Trustee meetings, Board committee meetings, public hearings and other functions held on a variety of issues; records votes on agenda items; maintains Board records and disseminates all actions including minutes, ordinances, resolutions, agreements and deeds.
- Understands and complies with provisions of the Brown Act and local, state and federal laws pertaining to public records; coordinates with the County Office of Education on Board of Trustee elections and ensures compliance with statements of economic interest, Fair Political Practices Commission (FPPC) requirements and deadlines for all of the counties served by the District; ensures

filing deadlines are met and answers questions regarding filing issues from the Board, covered District employees and candidates.

- Drafts and arranges for the legal publication of notices, postings, ordinances and public hearings.
- Organizes, maintains and updates confidential, specialized and technical files, documents and records including department personnel records; creates and maintains electronic and physical filing systems.
- Monitors multiple budgets from a variety of funding sources; tracks requests for payments and purchase orders; reviews travel and conference expense forms.

OTHER DUTIES

- Provides work guidance and participates in the work of other administrative support staff; participates in prioritizing workload and monitoring work of other employees for completeness, accuracy and conformance with departmental standards; provides information, instruction and training on work processes, proper uses of equipment and safe work practices.
- Organizes a variety of formal and informal meetings and events including awards ceremonies, tours, receptions and conferences.
- Represents the District on internal committees and task forces and with external groups and organizations.
- 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 five years of progressively responsible administrative support experience, at least two of which were supporting a department head or higher 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.
- Advanced principles, practices, concepts and techniques used in customer service, public relations and community outreach.

- Methods, practices, procedures and requirements for drafting a wide variety of documents, reports, presentations, contracts, regulations and other policies.
- Basic research and analysis techniques.
- Laws, regulations and District rules and regulations for the noticing and conduct of public meetings and hearings including requirements of the Brown Act and parliamentary procedures.
- State and federal laws and regulations governing the creation, maintenance, use, retention and disposition of public records including privacy rights and requirements for dealing with confidential records and copyrighted materials.
- Board Policies, Administrative Procedures, Human Resources procedures and collective bargaining agreements.
- Applicable ordinances and laws pertaining to the conduct of Board elections.
- District payroll and general accounting systems operations, practices and procedures.
- Practices and techniques of sound business communication; correct English usage, including spelling, grammar and punctuation.
- Safety policies and safe work practices applicable to the assignment.
- Use and operations of business and specialized computer applications and other office equipment required for the work.
- 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.
- Coordinate and ensure the timely, accurate preparation of Board agendas and agenda packages.
- Compose clear, concise and comprehensive analyses, correspondence, reports, studies, agreements, presentations and other written materials from brief instructions.
- Track and report statistical information utilizing complex spreadsheets and databases.
- Analyze problems, evaluate alternatives and recommend or adopt effective courses of action in accordance with established policies and procedures.
- 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.
- Represent the District effectively in dealing with Board of Trustees, 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 talk or hear, in person and by telephone; sit, walk and stand; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to 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; work 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