



Job Description

POSITION TITLE: Executive Assistant to the Superintendent # 2195

SALARY PLACEMENT: Classified/Confidential Supervisory Salary Schedule
Range 16

SUMMARY OF POSITION:

Under direction of the County Superintendent, performs a wide variety of complex and highly responsible secretarial, clerical, and budgetary duties; acts as an administrative assistant to support the County Superintendent with complex routine administrative and technical details; serves as the initial contact with the public for the County Superintendent and does related work as required. Serves as the initial contact for the County Board of Education. This is a classified, confidential position.

MINIMUM QUALIFICATIONS, EDUCATION, TRAINING AND/OR EXPERIENCE:

Six years of varied and increasingly responsible executive and administrative secretarial experience. Equivalent or completion of the twelfth grade, plus three years of advanced secretarial training or business/computer courses obtained through a community college, trade, or correspondence school. Experience of a closely related nature may be substituted.

DESIRABLE QUALIFICATIONS, EDUCATION, TRAINING AND/OR EXPERIENCE:

Bachelor of Arts or Science in the area of business or a related field. Experience working in a school district or County Office of Education, and service in a lead or supervisory capacity. Work experience in the public education system and with the California Education Code. Possess a valid Notary Public license.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Knowledge of:

- assigned software

Ability to:

- oversee and manage budgets
- take dictation and transcribe it accurately
- carry out complex oral and written directions
- make decisions independently
- communicate effectively both verbally and in writing
- establish and maintain cooperative working relationships
- prepare correspondence independently
- be flexible and receptive to change

Possess:

- advanced computer and typing/word processing skills

- a valid California Driver's License and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Serve as support to the County Superintendent including tasks such as processing mail, answering telephone calls, handling visitors, receiving, relaying messages, and handling requests for information and assistance.
2. Maintain a calendar of activities and events, schedule appointments, conferences, meetings, and make travel arrangements for the County Superintendent.
3. Prepare agendas and supporting information for the County Board of Education meetings, Superintendent meetings, and administrative meetings.
4. Organize and direct executive assistant meetings.
5. Attend, take, and transcribe minutes for the County Board of Education meetings.
6. Gather, review, and compile information, and prepare accurate and comprehensive reports and surveys, including California Public Records Act requests.
7. Assist the County Superintendent with tasks related to state-wide organizations, including California County Superintendents Educational Services Association, California School Boards Association, and the Association of California School Administrators.
8. Independently compose complex reports and correspondence.
9. Meet schedules and timelines.
10. Coordinate and organize meetings and workshops; prepare required materials, make conference room reservations, and meeting arrangements.
11. Operate standard office equipment.
12. Maintain strict confidentiality on all job-related matters.
13. Attend to administrative and clerical details utilizing initiative, problem analysis techniques, and good judgment.
14. Prepare a variety of communicative subject matter that may include privileged and highly sensitive material.
15. Plan, develop, and implement office procedures.
16. Supervise and evaluate staff.
17. Oversee and manage budgets.
18. Prepare and distribute the master calendar for the County Office of Education and school districts in the county.
19. Perform other related duties as required.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and/or outdoors in an educational and standard environment, and/or make home visitations. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.