Ocean View School District

17200 Pinehurst Lane • Huntington Beach, CA 92647 • (714) 847-2551 • www.ovsd.org

EXECUTIVE ASSISTANT

JOB SUMMARY:

Under administrative direction, the Executive Assistant performs highly complex and confidential administrative functions on behalf of the Superintendent and the Board of Trustees serves as the confidential executive assistant to the Superintendent and relieves the Superintendent of detailed complex administrative duties**,** including all matters pertaining to the needs of the members of the Board of Trustees and the operation of the District; serves as the primary contact for the Superintendent's office and is a liaison between the Superintendent and a wide range of contacts that include the Board of Trustees, District staff, parents, community representatives, local, state, and federal agencies, and the general public.

CLASS CHARACTERISTICS:

The Executive Assistant is a "Confidential" position that provides a professional office environment that supports the Superintendent's needs and District standards. The position buffers the Superintendent from unnecessary interruptions by receiving and responding to inquiries, complaints, requests**,** and concerns**,** as well as resolving problems using tact, diplomacy, and independent judgment in determining matters not requiring the Superintendent's attention. The incumbent must have wide knowledge of District and school operations, policies, procedures and resources available to respond to situations as they arise.

REPRESENTATIVE DUTIES (*E denotes an essential function of the job.)*:

Organize and manage the activities of the Superintendent's office to ensure efficient and effective office operation; coordinate the flow of communications to and from the Superintendent's Office in an efficient and timely manner, with utmost discretion, providing high level administrative support to the Superintendent; ***E***

Independently handle inquiries, complaints, concerns**,** and resolve problems on ~~his/her~~ own initiative**,** where matters do not require the personal attention of the Superintendent; ***E***

Interact effectively with others on behalf of the Superintendent, Board Members, staff, and community members; ***E***

Prepare a large volume of correspondence, and reports for public perusal, government officials, staff, Board, the press, and for posting on the District website; ***E***

Prepare statistical and narrative reports; compile, research, analyze**,** and organize complex information and data from various sources for the Superintendent, Board of Trustees, Cabinet, school administrators, District personnel**,** and the public; ***E***

Distribute and submit all required documentation for Board Members, Personnel Commission and management staff and make sure deadlines are met. (i.e. Form 700); E

Independently prepare correspondence and materials that are of a confidential nature; ***E***

Take and transcribe dictation of letters, reports**,** and memoranda, including materials of a confidential nature (pursuant to Govt. Code 3540.1(c); ***E***

Review all correspondence, including email to the Superintendent, prioritizing and analyzing information independently, and providing recommendations for the Superintendent; open and route Superintendent's mail, answering routine letters and inquiries; ***E***

Maintain Superintendent's calendar, scheduling daily appointments f~~or the Superintendent,~~ and screening visitors to the Superintendent's office; maintain/schedule appointments for Board Members and community members as requested; ***E***

Screen and respond to phone calls and provide appropriate information using independent judgment and discretion; ***E***

Serve as an essential communications link between the Superintendent's Office, schools, departments, and members of the Board of Trustees, maintaining cordial and frequent contact with other district offices, personnel of the County and State Departments of Education, city offices and officials, representatives of the state and county school board associations, local service associations, union officials, professional experts, the general public**,** and members of the press; ***E***

Oversee and maintain the assigned areas of the District website; post Board meeting agendas and minutes, Board photos, biographies, and contact information, Board Policies, and other relevant information regarding communications and/or special projects as needed; ***E***

Independently or from oral instructions, is responsible for all aspects of special projects**; *E***

Oversee and maintain records for PTA/O/SA/SO Presidents' Roundtable Meetings, including but not limited to, creation of annual roster, meeting schedules, agenda topics, and preparation, dissemination of Roundtable meeting materials; schedule Roundtable President's monthly report to the Board of Trustees; ***E***

Make arrangements for conference attendance for Board of Trustees and Cabinet including, but not limited to, registrations, accommodations and travel arrangements.

Compile/compose, proof, edit**,** and finalize all Board meeting agendas and agenda items (for both open and closed session); create submission deadlines for all agenda items; prepare draft agendas for Superintendent/Board President review, ***E***

Attend all Regular and Special Board of Trustees' Meetings, and subcommittees (if needed); take minutes of meetings and transcribe said minutes accurately, including Closed Session minutes; follow up on items as needed; ***E***

Perform special functions and tasks for the Board of Trustees when requested; ***E***

Attend Cabinet meetings, as requested by Superintendent. ***E***

Prepare schedules and agendas of Cabinet, and other meetings**,** as well as arranging room reservations, needed equipment, food requests, and notifying attendees of meeting; take minutes and disseminate copies, as needed; *E*

Maintain a wide variety of confidential complex manual and electronic documents, files, and records for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements; ***E***

Monitor a variety of activities on behalf of the Superintendent, e.g., Board procedures, public social posts, meeting arrangements, account balances, etc., for the purpose of achieving goals and meeting target dates in compliance with established guidelines and regulatory requirements. ***E***

Process a wide variety of complex documents and materials, e.g., time sheets, mileage reports; work orders, purchase requisitions, travel reimbursements, reconcile accounts, budget transfers, etc., in compliance with administrative guidelines and/or regulatory requirements. ***E***

Reconcile account balances for assigned budget categories, e.g., Superintendent's Office, Board of Trustees, Communications/Public Information Office, for the purpose of maintaining accurate account balances; ***E***

Procure supplies and equipment as needed for Superintendent's Office and Board of Trustees, for the purpose of maintaining availability of required items; ***E***

Schedule a wide variety of activities, e.g., appointments, meetings, receptions, luncheons, workshops, facility usage, etc., for the Superintendent, Board Members, and other administrators; ***E***

Maintain communication with administrators and principals to keep their offices informed on all Board or Superintendent visits, requests, action, and policies for the purpose of insuring proper follow-up; ***E***

Work proficiently with a wide range of computer applications**,** including word processing, tables, spreadsheets, presentations, and various other computer applications; ***E***

Research, analyze, interpret**,** and apply policies, laws**,** and directives as appropriate; ***E***

Receive, maintain, track, and respond to California Public Records Act requests, working in conjunction with legal authorities as needed; ***E***

Provide direction to District Receptionist and assigned clerical staff, overseeing and managing the workflow to ensure efficient support that meets the needs of the Superintendent and District standards; ***E***

Prepare, edit, finalize Division submissions for weekly Board report; distribute finalized report to Board of Trustees at end of each week; ***E***

Operate a variety of office machines and equipment**,** including a copier, fax, calculator, multi-line phone system, and computer; maintain proficiency with advanced computer skills and latest technologies in digital technology; ***E***

Oversee maintenance of files and records and is responsible for preparing mandated costs regarding Board agendas; ***E***

Assist with updating District website; ***E***

Perform other duties as required to accomplish the objectives of the position.

SUPERVISION:

Receive administrative direction from the Superintendent.
Provide leadership and direction to office and other Superintendent's office support staff.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Letter, report, and agenda preparation techniques;
- Modern office methods, procedures, ~~terms~~ time management**,** and equipment;
- Word processing, spreadsheet, data base management, Internet and ~~E-Mail~~ email computer applications;
- Principles, procedures**,** and techniques of record keeping, record management**,** and filing systems**,** including basic research methods;
- District functions, policies, rules and regulations;
- Business office telephone techniques and etiquette;
- Correct English usage, spelling, grammar, punctuation, composition**,** and vocabulary;
- General mathematics, including ability to add, subject, multiply, and divide quickly and accurately;
- Principles of leadership, office organization and management, public relations, supervision and training;
- Interpersonal skills using tact, patience, and courtesy
- General objectives, organization, functions of a California school district.

Ability to:

- Problem solve, multi-task, demonstrate flexibility, reliability, and accountability in performing administrative tasks, often with multiple interruptions;
- Communicate effectively, both orally and in writing;
- Plan, organize and prioritize work of self and others;
- Coordinate and expedite a large volume of administrative detail independently and confidentially with discretion;
- Perform difficult, complex and confidential, administrative and secretarial work involving independent judgment and requiring speed and accuracy;
- Analyze difficult and sensitive situations and adopt appropriate courses of action, while displaying tact, diplomacy, and discretion;
- Accept responsibility, utilize sound independent judgment and recognize scope of
- authorities in performing tasks;
- Maintain confidentiality of privileged and sensitive information related to negotiations and District actions;

- Interact with management, Board Members, school staff, community members and others effectively**,** utilizing superior written and verbal skills as well as interpersonal and presentation skills;
- Learn, interpret, apply**,** and relate to others applicable policies, laws, rules and regulations with courtesy, tact, and clarity;
- Operate various office and specialized equipment**,** including a computer effectively with speed and accuracy and utilize word processing, spreadsheet, data base, presentation, Internet and email software effectively;
- Ability to learn online agenda software and document sharing applications;
- Research and gather information from a variety of sources, analyze as necessary and prepare clear and comprehensive reports;
- Adapt easily to work assignments, additional priorities, and new procedures;
- Receive constructive criticism and modify work appropriately;
- Take stenographic notes/dictation and accurately transcribe into clear, concise copy;
- Keyboard at a net corrected speed of 65 WPM.
- Establish and maintain effective interpersonal relationships using tact, patience, and courtesy;
- Provide leadership and direction to office and other support staff.

EMPLOYMENT STANDARDS:

Education:

- High school diploma or equivalent;
- Completion of an Associate's degree in Business, Office Administration, or related discipline may be substituted for one (1) year of the required experience.

Experience:

- Six (6) years of responsible secretarial experience is required, preferably working for an administrator in a public service environment.
- Experience working in a school district is highly desirable.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

Safely lift, carry, push up to 25 pounds; frequently sits and stands; occasionally walks stoops, bends and reaches over head; repetitively uses fingers on both hands simultaneously; communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in an office environment; uses a computer and telephone; works inside exclusively; has direct contact with public and other district staff, frequently in difficult and/or negative interpersonal situations; frequently works with high volumes and tight deadlines without direct guidance from the Superintendent. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Last revised 10/11/01
Reviewed 3/10/05 - No revisions made
Job Description Review and Revisions Effective: 11/14/2013
Job Description Review and Revisions Effective: 3/21/2025