

Job Title: **Senior Executive Assistant-Cabinet**  
 Job Family: **Central Administrative Support**  
 Pay Program: **Classified**  
 Typical Work Year: **12 months**

Job Code: **1343**  
 FLSA Status: **Non-Exempt**  
 Shift Differential: **No**  
 Pay Range: **G22**

**SUMMARY:** Provide executive level administrative support to a chief-level member(s) of the district’s senior staff and members of the department’s executive team. Act as division contact; provide department administrative management, and lead work of other support staff. Coordinate and/or respond to questions regarding district-wide activities, policies, and procedures. Coordinate meetings and activities with other departments, functions, and outside agencies, act as liaison with all levels of district staff and community representatives. Maintain confidentiality in all aspects of the job.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency and percentage of time may vary.*

Job Tasks Descriptions	Frequency	% of Time
1. Provide assistance and support by identifying and prioritizing incoming information, phone inquiries, and delegating and/or directing issues to appropriate department or district personnel. Serve as the department’s primary point of contact for administrative and operational issues, prioritizing incoming requests and information. Make decisions and take action within agreed-upon limits. Draft correspondence, plan, prepare and analyze reports, and provide technology support. Responsible for planning, organizing, and delegating to ensure the smooth and efficient operation of a Chief Officer’s department. Handles sensitive and confidential information with discretion and professionalism. May be responsible for emergency or crisis situation contact and/or support. May need to be on-call after hours and on weekends to assist in crisis management.	D	40%
2. Manage and complete assigned regular and/or special department projects on time and within budget. Develop and implement steps, deadlines, trainings, documentation, reports, guidelines, records and/or communications; coordinate with essential district and community stakeholders; delegate as necessary to ensure thorough, accurate, and timely completion. Evaluate project processes and procedures to facilitate further improvements and efficiencies. Provide support and coordination in the hiring of District staff.	D	25%
3. Perform budgetary and accounting functions for the department such as planning, monitoring and review of the annual budget, transferring budget monies, purchasing large ticket items, establishing supplier contracts and purchase orders, processing and verifying invoices. Review, approve and verify reported time in district time and labor system. Prepare and analyze time and labor reports and complete paperwork for payment of stipends and other pay.	D	20%
4. Plan, organize, schedule, publicly post, and attend meetings and events. Arrange meeting rooms, take and publish minutes and agendas. Track, follow up on, and coordinate action items until satisfactory completion.	D	10%
5. Perform other job-related duties as assigned.	Ongoing	5%
	<b>TOTAL =</b>	<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent.
- Associate degree or two (2) years of relevant coursework. Two (2) additional years of similar or relevant experience may be substituted for this requirement.
- Five (5) or more years of experience in an administrative office setting.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- Valid Notary Public certification or ability to obtain within 3 months of entering position.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Ability to use initiative and independence.
- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Excellent oral and written communication skills.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to keep up-to-date technically and apply new knowledge to the job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.
- Ability to promote and follow Board of Education policies, District policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	JOB CODE
<b>Reports to:</b>	Chief Officer and/or Senior Staff	various

	POSITION TITLE	# of EMPLOYEES	JOB CODE
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.		

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- May coordinate or direct the activities of department support staff, student aides, and/or volunteers.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands and fingers to handle and/or feel				X
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
50 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze		X		
Communicate				X
Copy		X		
Coordinate			X	
Instruct	X			
Compute			X	
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	