



Excellence for all.

Job Title: Executive Assistant to the Superintendent

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Basic Function: Under the direction of the Superintendent and/or assigned designee, perform a wide variety of highly complex, responsible, and confidential secretarial and administrative duties for the District Superintendent; assure appropriate support services for the members of the governing board.

Distinguishing Characteristics:

The Executive Assistant to the Superintendent provides critical support to the Superintendent and works closely with the governing board. This position is distinguished from other clerical positions by the level of responsibility and because it is an at-will exempt position that is not governed by the Personnel Commission.

Representative Duties:

Essential Functions:

- Maintain District standards of excellent customer service and professional behavior in various and sometimes challenging situations.
- Access and monitor District email daily to receive important updates from school and District administration.
- Participate in staff development and in-service training programs as assigned.
- Coordinate communication and information from the Superintendent's Office; obtain, interpret, and provide information to officials, teachers, parents, organizations, the press, and others concerning office functions and District policies and procedures; contact other offices to obtain and disseminate information and documents. Assist in resolving concerns of parents and community members.
- Coordinates clerical work required in the preparation of the Board of Education agendas; compiles, formats, types, collates and distribute Board agenda; assure that items are complete, contain the proper background materials and are reviewed by the Superintendent.
- Manage the Board of Education agenda preparation and publication in accordance with the Ralph M. Brown Act.
- Attend Board meetings, take minutes and transcribes for review and editing by the Superintendent.
- Acts as recording secretary for the Board of Education; maintains the official record of Board Minutes.
- Maintain the Superintendent's appointment calendar; set up meetings and conferences between the Superintendent and other District personnel, outside agencies and the general public; and transmit confidential or controversial information as appropriate.
- Review, plan, organize and participate in the work of the Superintendent's office; develop agenda, correspondence, memoranda, reports and attend a variety of meetings; take notes and prepare minutes.
- Perform special projects and prepare various forms and reports on behalf of the Governing Board and the Superintendent; attends to administrative details on special matters assigned by the Superintendent; Compose difficult correspondence independently on a variety of matters; compile and type various letters, reports and statistical data as directed.
- Maintain budget records and files; monitor budgets and review expenditures; gather and compile information required by Superintendent for budget development.
- Receive, type, and disseminate confidential and sensitive materials including personnel records and other

documents; acts as confidential secretary to the Superintendent.

- Make necessary arrangements for Superintendent's and Board members' attendance at conferences, workshops and meetings, secure airline transportation, hotel accommodations and other necessary items.
- Perform general secretarial work including taking and transcribing minutes, filing, typing, collating, copying, answering telephones, and providing information, ordering, and maintaining office supplies, and materials and receiving, sorting, reading, routing, and responding to mail. Act as receptionist for the Superintendent's office.
- Modern office practices, procedures, and equipment, including operation of a computer, applicable software, and data entry techniques.
- Establish and maintain confidential and complex files and records.

Other Duties:

- Perform related duties as assigned.
- May be assigned out of class work as prescribed by Merit Rules and Regulations.

Knowledge and Abilities:

Knowledge of:

- District standards of excellent customer service, interpersonal skills using tact, patience, and courtesy.
- Essential School District functions, policies, rules, and regulations.
- The Brown Act and rules of parliamentary procedure.
- Microsoft Office Programs (outlook, word, excel, publisher)
- Modern office practices, procedures, and equipment.
- Filing systems.
- Letter and report writing techniques.
- Receptionist and telephone techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Basic arithmetic principles.
- Principles and procedures of financial record-keeping and reporting and budget preparation.
- Advanced public relations techniques and interpersonal skills.
- Accounting software, student information databases, online Agenda platforms, and various software applications and data management systems.

Ability to:

- Understand and follow oral and written directions.
- Establish and maintain effective and cooperative working relationships with others.
- Communicate respectfully and effectively, both orally and in writing, with students, staff, and the public.
- Learn and incorporate new skills, techniques and/or industry trends.
- Maintain regular and consistent attendance.
- Learn Interpret and successfully apply District rules and policies.
- Interpret and apply applicable sections of the State Education Code and other applicable laws and regulations.
- Perform responsible and difficult secretarial work with accuracy, speed, and a minimum of supervision.
- Analyze situations carefully and adopt effective courses of action.
- Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise, and firmness.
- Compile and maintain complex and confidential records and prepare routine reports as directed.
- Maintain confidential data and information for Superintendent and Governing Board.
- Prepare difficult correspondence and memoranda independently.
- Prioritize and schedule work.
- Meet schedules and timelines.

- Train and provide work direction to others.
- Communicate effectively both orally and in writing.

Education/Licenses/Experience: Any combination equivalent to sufficient education, experience, and/or training to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: Graduation from high school supplemented by clerical, administrative or related course work and five years of broad and increasingly responsible experience in secretarial work, including three years as an Administrative Secretary in a school or community college district. Successful completion of the Merit examination process is required.

Working Conditions:

Environment: Office environment. Constant interruptions

Physical Demands/Hazards: Dexterity of hands and fingers to operate a computer keyboard and other office equipment. Seeing to read a variety of materials. Hearing and speaking to exchange information in person and on the telephone. Sitting for extended periods of time. Bending at the waist, kneeling, or crouching to file materials.

Emergency Conditions: Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Salary Range: 138C

Revised by Personnel Commission: 6/9/09; Standard Education/Exp language 9/27/17; Salary Range 6/26/19

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