



MERCED CITY SCHOOL DISTRICT

CLASS TITLE: Executive Administrative Assistant to the Superintendent/ CONFIDENTIAL

PRIMARY FUNCTIONS:

Under the direction of the District Superintendent, provides functions as a confidential secretary/executive assistant to the Superintendent and of assistant to the Board of Trustees; performs a wide variety of complex, confidential, and sensitive administrative support work involving a high degree of responsibility for public contact with school officials, including the Board of Trustees, District administration, staff, the public, students, and parents.

REPRESENTATIVE DUTIES:

- Independently composes a wide variety of complex written materials including but not limited to correspondence, memos, reports, and event minutes for the Superintendent and the Board of Trustees
- Develops and coordinates information on pertinent topics for a weekly memorandum to the Board.
- Assists the Superintendent on the performance of duties as Secretary to the Board of Education.
- Coordinates the necessary arrangements for school visits, meetings, seminars, and oversees arrangements for conferences, workshops, etc., conducted by or attended by the Superintendent and Board members.
- Routes to the Superintendent correspondence or communication warranting his/her attention and drafts replies for his/her review
- Assists and responds to public inquiries regarding official Board minutes and public documents
- Types agendas, assembles, and prepares other materials for Board of Trustee meetings, attends Board meetings, taking and preparing minutes notifies Board members and other concerned individuals regarding board meetings; duplicates, assembles, and distributes agendas and materials; maintains files and records of board actions and business maintains official board minute book; responsible for arranging conferences, travel and other arrangements for Board of Trustees.
- Serves as confidential secretary to the Superintendent; performs a variety of clerical and technical tasks and serves as liaison with other District staff and the public.
- Maintains current knowledge of pertinent laws, rules, and regulations.
- Assists the Superintendent and Board of Trustees in complying with the legal requirements of the Brown Act regulations as it relates to all Governing Board Members.
- Cooperates with District staff to implement District goals as applicable

- Maintain, train, and serve as a source of support for the District's online governance system
- Provides training, technical leadership, and direction of office staff as necessary; assures that established procedures are carried out efficiently; assists in setting work priorities and assists in the preparation of performance evaluations; serves as a resource for other district secretarial and clerical staff.
- Responds to a wide variety of calls, concerns, and complaints, with the purpose of resolving concerns, providing information, and/or referring them to the appropriate personnel
- Coordinates the development of all district policy and maintains policy books including electronic formats
- Disseminates information to the staff and public that assists the Superintendent
- Serves as a member of the Superintendent's Executive Cabinet
- Records, transcribes, and prepares minutes for Executive Cabinet meetings and other committee meetings.
- Researches Board policies, education codes, government codes, federal regulations, state regulations, and other databases to assist the Superintendent and Board of Trustees
- Handles emergencies involving parents, students, and staff as they occur
- Serves as a liaison for the Superintendent and Board of Trustees with the public and other staff members
- Maintains computerized budgets boardroom calendar, handles mail, takes messages, and orders supplies
- Maintains various data bases and produces appropriate reports for the department.
- Coordinates committees, functions, and operations of the district office.
- Receives telephone calls and answers questions concerning the Superintendent's Office, district activities, and policies.
- Serves as a vital communications link to district staff and the public through personal and telephone contact.
- Performs all duties and responsibilities in a confidential manner.
- Performs related duties as assigned.
- The employee is to adhere to federal and state regulations, Board policies, and related administrative regulations, which pertain to the particular assignment.

MINIMUM QUALIFICATIONS:

KNOWLEDGE OF:

- Board Policies and Administrative Regulations
- Principles and practices of training and providing work direction to others.
- Agenda preparation and distribution techniques.

- Knowledge of modern office methods, practices, procedures, and equipment.
- Letter and report preparation techniques.
- Data management.
- Graphic design and spreadsheet programs
- Storage and retrieval systems.
- Receptionist and telephone techniques and etiquette.
- Knowledge of a high level of English usage, grammar, spelling, punctuation, and vocabulary.
- Computational methods.
- Computer, word processing, and spreadsheet applications.
- Interpersonal skills using tact, patience, and courtesy.

ABILITY TO:

- Perform a variety of highly independent, complex, and responsible secretarial, clerical, and administrative support services requiring independent judgment with speed and accuracy.
- Communicate effectively, orally and in writing.
- Take responsibility and use good judgment in recognizing scope of authority.
- Deal pleasantly and effectively with visitors in person and on the telephone.
- Must have strong organizational skills.
- Handle confidential material with wisdom and discretion.
- Handle all situations with dignity and propriety.
- Make independent decisions and accurately interpret and apply policies, laws, and regulations.
- Prepare, review, and distribute agendas as assigned.
- Type accurately at a speed of 60 words per minute from clear copy.
- Take direct dictation at a minimum of 90 words per minute with speed and accuracy.
- Understand and carry out oral and written directions.
- Advanced knowledge of a variety of computer programs, including word processing, data management, desktop publishing, graphics, and multimedia presentation programs.
- Maintain complex files and records.
- Maintain cooperative working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school including or supplemented by training in business office management and four years of increasingly responsible secretarial experience performing a wide variety of duties. Experience in a school district is highly desirable.

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment; occasional contact with dissatisfied individuals; fast-paced environment; frequent interruptions.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer terminal, hearing and speaking to exchange information and make presentations, sitting or standing for extended periods of time, bending at the waist, reaching overhead, lifting, pulling, pushing items, reading various documents, and seeing to read, analyze and review complex data.

This position complies with the rules and regulations of the Americans with Disability Act (ADA).

Board Approved: 12/17/2024