

**CLASS SPECIFICATION
Executive Assistant**

GENERAL PURPOSE

Under general direction, serves as primary assistant to a department director or the equivalent level manager and performs a wide variety of difficult and sensitive administrative support functions; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Executive Assistants provide difficult and diverse secretarial, administrative and support services to District executives at or above the department director level. Incumbents operate in an environment characterized by involvement in broad District-wide issues and interaction with District board members and top executives and representatives of professional groups on complex and sensitive matters.

Executive Assistant is distinguished from Executive Assistant to Deputy/Assistant Superintendent in that incumbents in the latter class perform administrative and secretarial support services for Deputy or Assistant Superintendents.

Executive Assistant is further distinguished from Administrative Assistant in that incumbents in the latter class serve as primary assistants to program managers and coordinators or perform administrative support for programs and operations that require more extensive knowledge of the unit's technical work, including terminology, policies, practices and procedures and their *application* in completing, monitoring and managing the unit's work processes.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties.

1. Serves as primary assistant to a department director or the equivalent; represents the director in providing information on District policies and procedures and interacting with District administrators, managers, principals and staff and with external stakeholders on a wide variety of issues.
2. Performs a wide variety of administrative duties to support the work of the director; types and/or drafts board agenda materials, memoranda, correspondence, reports, contracts, forms, technical reports, catalogs, manuals, handouts and other documents; types from drafts, notes, dictation or brief oral instructions, using word processing software; checks materials for accuracy, completeness and compliance with District standards, policies and procedures; ensures materials, reports and documents for signature are accurate and complete; prepares materials for printing and distribution; composes correspondence, reports and informational materials; sends and receives faxes.
3. Maintains the director's calendar; coordinates, arranges, schedules and confirms meetings for a variety of purposes; arranges for meeting set-up and refreshments; attends meetings, takes notes and transcribes minutes; screens requests for appointments; creates, updates, maintains and distributes event calendars.

4. Receives and screens visitors and telephone calls, providing information and handling issues that may require sensitivity and the use of sound independent judgment; conducts research, responds to requests for information, refers the request to appropriate staff and/or takes or recommends action to resolve the issue.
5. Prepares, reviews, proofreads and edits department agenda items, consultant agreements and packets for board meetings and meetings of committees; maintains files for board agenda materials; provides information to department heads and managers on pending board matters, District projects and assignments and a variety of other matters; assembles, mails out and/or hand delivers board agendas to staff; assists in gathering and assembling information to be included in packets to be sent to board members; confirms budget expenditures; verifies and initials documents and obtains executive approval; sets up materials and handouts for meetings.
6. Researches and assembles information from a variety of sources for the preparation of records and reports; maintains and generates reports from databases.
7. Makes travel arrangements and prepares and sends in registration for staff and director attendance at conferences, workshops or seminars; maintains records of travel claim forms; receives, checks for accuracy and prepares mileage forms.
8. Tracks, maintains and oversees department and program budgets; accesses County systems for account balances and codes expenditures to appropriate accounts; prepares budget transfer requests; tracks open purchase orders; processes purchase requisitions, mileage expense reports and warehouse orders; generates reports and notifies departments and school sites of current accumulated hours of attendance, expenditures and balances; provides updates to director on financial standings of accounts and budgets; follows up on and resolves discrepancies; ensures end of year transactions are complete and accounts have positive balances.
9. Attends to a variety of office administrative details; establishes, maintains and updates confidential, subject, project and specialized files; orders and maintains inventory of office supplies, equipment and furniture; monitors supply budgets and accounts; opens, screens, prioritizes and routes mail; distributes outgoing mail and makes copies for appropriate logs and files to keep track of correspondence; submits requests to fill and arranges interviews and paper screenings.
10. Prepares and/or processes personnel and payroll documents for department staff; ensures all absences are properly documented; maintains vacation balances for department staff; maintains files of payroll forms, such as time reports, overtime and leave requests; assists director with approval of requested time off; may act as timekeeper for all school site principals.

OTHER DUTIES

1. Provides work direction for department clerical and administrative staff; trains and provides assistance on procedures, programs, equipment and work assignments; reviews and monitors work assignments; prioritizes work assignments in accordance with schedules and timelines.

2. Maintains files of confidential employee reports, including performance reviews, leave requests and disciplinary actions; ensures all evaluations are completed within established deadlines; forwards completed, signed copies of evaluations to human resources; prepares vacancy notices.
3. Prepares job postings and screens applications for summer school assignments; prepares interview questions, selection sheets and registration forms; schedules lead teacher and school clerk meetings; provides information regarding summer program budget, time cards, pay periods, purchase orders and warehouse ordering procedures; monitors summer program expenditures and earned funds; prepares promotion ceremony programs and certificates.
4. Provides technical support for department operations; works with programming staff to update IEP PRO; assists with training; installs programs on computers and laptops and troubleshoots at District offices and school sites; provides instructions for implementation of IEP PRO; gathers computer specifications for ordering appropriate computers and printers; works with Information Services to ensure programs are installed and networking will be compatible with school sites.
5. Receives information from parents requesting evaluations for their children; prepares, coordinates and orders equipment for low incidence special needs students and maintains program budget; attends IEP meetings and mediations and translates as needed.
6. Coordinates and arranges site assessments with principals.
7. Schedules student tours of the central production kitchen.
8. Attends a variety of training sessions, meetings and conferences.
9. Assists and provides backup to other administrative support staff.

QUALIFICATIONS

Knowledge of:

1. Office administrative and management practices and procedures.
2. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
3. District organization, rules, policies, administrative guidelines, procedures and provisions of the Education Code applicable to areas of assigned responsibility.
4. The role and responsibilities of a public governing board and applicable state law, code and regulations governing the conduct of public meetings and maintenance of public records.
5. District administrative procedures and forms for human resources, risk management, contracting, purchasing, inventory, accounts payable, budgeting, travel and training processes.

6. Advanced uses of word processing, spreadsheet, database and other standard software to create complex documents and materials requiring the interpretation and manipulation of data.
7. Research techniques, methods and procedures.
8. Principles and practices of effective lead work direction.
9. District human resources policies and labor contract provisions; District timekeeping and payroll codes and reporting requirements.

Ability to:

1. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
2. Interpret, apply, explain and reach sound decisions in accordance with laws, regulations, rules and policies.
3. Manage multiple and rapidly changing priorities.
4. Operate a computer and word processing software and other standard office equipment.
5. Take and transcribe dictation and type accurately at 55 WPM.
6. Organize, research and maintain complex and confidential office files.
7. Compose correspondence, prepare documents and make arrangements from brief instructions.
8. Communicate clearly and effectively orally and in writing.
9. Prepare clear, accurate and concise records and reports.
10. Maintain highly sensitive and confidential information.
11. Use a high degree of tact, discretion and diplomacy in dealing with sensitive situations and concerned and/or upset groups and individuals.
12. Establish and maintain highly effective working relationships with District executives, elected officials, administrators, staff, faculty, community leaders, parents, students and others encountered in the course of work.

Education, Training and Experience:

Graduation from high school or G.E.D. equivalent and at least five years of increasingly responsible office administrative or secretarial experience. College-level coursework in public administration, business management and/or communications is highly desirable.

Licenses; Certificates; Special Requirements:

Upon acceptance of the District's offer of employment, new hires may be required to complete a baseline physical examination prior to the first day of employment.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand; and lift up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent work with frequent interruptions; work under intensive deadlines; and interact with District executives, elected officials, County representatives, administrators, staff, faculty, community leaders, students, union leaders and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, and the noise level is usually quiet.

Board Approval 10/2/2008