

**ONTARIO-MONTCLAIR SCHOOL DISTRICT  
CLASS SPECIFICATION  
EXECUTIVE ASSISTANT-CONFIDENTIAL**

**GENERAL PURPOSE**

Under general direction of the Superintendent or designee, serves as primary assistant to a department director or the equivalent level manager and performs a wide variety of difficult, sensitive and confidential administrative support function; Enhance the District's image and the public's perception of the District; performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Executive Assistants provide difficult, diverse and confidential secretarial, administrative and support services to District executives at or above the department director level relative to public awareness. 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.

Implements comprehensive communications, public affairs and marketing program for the District. Oversee public information and programs to create an enhanced understanding and awareness of the District's programs, services, special events and projects.

Executive Assistant (Confidential) is distinguished from Executive Assistant in that employees in the former class have assigned reporting relationships and job duties that meet Education Code requirements for designation as confidential.

**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 the Executive Assistant to the Superintendent; represents the District 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. Work directly with the Superintendent or Superintendent's designee to plan, develop, organize and direct a highly visible and comprehensive public relations and marketing program to enhance the District's image to its wide variety of constituents.

3. Work directly with the Superintendent to plan, organize and coordinate the flow of public information to the community pertaining to the District, school events and activities, and initiatives.
4. Promote the District's vision and mission. Establish and maintain relationships with community partners to disseminate positive information about the District.
5. Oversee preparation of high-level communications such as speeches, press releases, articles and other media releases, to provide consistent, accurate and coordinated messaging concerning District operations and activities.
6. Effectively use and manage a full range of tools, including web, video, and social media such as Facebook, Twitter, blogs, etc. and assess what tool is appropriate for what purpose and with what impact.
7. Develop an overall communications strategy for the District including public information programs and protocols for implementation in the event of incidents or emergencies involving the District. Train District staff for such events, assuring timely and effective communication.
8. Provide for contacts and immediate responsiveness to emergencies at all times including receiving and assessing information, cooperating with news media, law enforcement, and others, and informing appropriate District personnel.
9. Provide for contacts and immediate responsiveness to emergencies at all times including receiving and assessing information, cooperating with news media, law enforcement, and others, and informing appropriate District personnel.
10. Performs a wide variety of administrative duties to support the work of the Executive Assistant to the Superintendent; 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.

**(Ref. c 3.2)**

11. Supports the Executive Assistant with the Superintendent'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.
12. 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.
13. 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.
14. Researches and assembles information from a variety of sources for the preparation of records and reports; maintains and generates reports from databases.
15. Makes travel arrangements and prepares and sends in registration for staff attendance at conferences, workshops or seminars; maintains records of travel claim forms; receives, checks for accuracy and prepares mileage forms.
16. 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.
17. 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.

18. 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. May assist with prepares and posts public notices; takes and prepares meeting minutes and distributes; prepares, compiles, analyzes and presents related data; prepares drafts of personnel-related items to be submitted to the Board for approval or which are to be used in support of or may significantly impact District negotiations; prepares consultant agreements and purchase orders for facilitators; makes edits and finalizes contracts; maintains negotiation files and records; makes reservations for conference rooms and coordinates refreshments.
3. Provide administrative support for the Board of Trustees; prepares and composes Board correspondence; researches and provides legislative information to the Board and Superintendent; notifies Board members of pertinent information; ensures campaign reform filing processes are completed; sets up Board Meeting facilities; makes and confirms travel and conference arrangements for board members; prepares appropriate acknowledgments, such as correspondence, plaques, and certificates.
4. Provides administrative support for the Superintendent's Office; coordinates, monitors and interprets board policies and administrative regulations for District departments and staff; prepares administrative staff agenda and takes and distributes meeting minutes; assist with and coordinates meetings and presentation for the Superintendent; processes purchase orders and District warehouse orders for the office; maintains and updates the District events calendar; makes reservations for conference rooms.
5. Attends a variety of training sessions, meetings and conferences.
6. 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.

### **Ability to:**

1. Ability to establish and maintain cooperative and tactful working relationships with employees, the public and media; speak effectively before a variety of audiences, handle communication activities during crisis; write reports, news releases and related data in a creative, clear and concise manner for broad public appeal as well as specialized audiences; determine and retain privileged communities; comply with the District's customer service standards, as outlined in Board Policy.
2. Be aware of current issues and legislation affecting public education; fundamental principles of public relations and organizational marketing techniques; administrative and managerial components of school operations; fundamentals of writing, proofreading, composition, story layout, design, and production of mass media communications; legal mandates; policies, regulations and guidelines pertaining to the

distribution of news and public information; desktop publishing techniques and applications.

3. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
4. Interpret, apply, explain and reach sound decisions in accordance with laws, regulations, rules and policies.
5. Manage multiple and rapidly changing priorities.
6. Operate a computer and word processing software and other standard office equipment.
7. Take and transcribe dictation and type accurately at 55 wpm a speed of necessary to meet the requirements of the position.
8. Organize, research and maintain complex and confidential office files.
9. Compose correspondence, prepare documents and make arrangements from brief instructions.
10. Communicate clearly and effectively orally and in writing.
11. Prepare clear, accurate and concise records and reports.
12. Maintain highly sensitive and confidential information.
13. Use a high degree of tact, discretion and diplomacy in dealing with sensitive situations and concerned and/or upset groups and individuals.
14. 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.
15. Maintains job punctuality and regular attendance.

### **Education, Training and Experience:**

Bachelor's degree or higher in communications, education, or a related field. Master's degree in such areas as communications, education, or a related field desirable; biliterate in English and Spanish preferred; with work experience in education strongly preferred.

Minimum of three (3) years' experience as an education or communications professional preferred, with extensive writing and speaking experience. Experience as a school site leader or working with school support organizations preferred. College-level coursework in public administration, business management and/or communications is highly desirable.

### **Licenses; Certificates; Special Requirements:**

None.

### **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: 2.4.2021

**(Ref. c 3.8)**