

Dry Creek Joint Elementary School District
Job Description

POSITION TITLE: EXECUTIVE ASSISTANT TO SUPERINTENDENT

Classification:	Confidential	Work Year:	251 Days
Department:	Superintendent	Board Approval:	03/20/2014
Reports To:	Superintendent		
Salary Range:	Confidential Salary Schedule		

BASIC FUNCTION:

To perform a variety of highly responsible and confidential secretarial and administrative support services for the District Superintendent and Board of Trustees.

DISTINGUISHING CHARACTERISTICS:

This job class has been designated "Confidential" by the Board of Trustees in accordance with the Rodda Act.

REPRESENTATIVE DUTIES:

- Performs and handles routine administrative tasks not requiring the immediate attention of the Superintendent.
- Prepares and/or coordinates the preparation and distribution of public agendas for the meetings of the Board of Trustees; supervises the arrangements for meetings; and distributes board meeting packets.
- Serves as recording secretary at Board meetings; takes notes and prepares the official minutes for appropriate review and distribution; obtains Board signatures on documents as needed; maintains official minutes of Board meetings.
- Gathers agenda items from Superintendent and Executive Cabinet and supervises the development of board annotations.
- Provides information regarding District/Board policies, procedures, and requirements as assigned.
- Attends Board meetings, public hearings and work sessions for the purpose of providing information, recording minutes, coordinating materials distribution and/or supporting the needs of attendees.
- Compiles data from a wide variety of diversified sources (e.g. staff members, Board Members, community organizations, government agencies, etc.) for the purpose of preparing reports, making recommendations and/or preparing information.
- Coordinates a wide variety of projects, activities and/or events for the Superintendent and Board (e.g. meetings, receptions, luncheons, workshops, travel/accommodations, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.
- Monitors a variety of activities on behalf of the Superintendent (e.g. Board procedures, public relations issues, meeting arrangements, account balances, etc.) for the purpose of achieving goals and meeting target dates in compliance with established guidelines and regulatory requirements.
- Researches a variety of topics (e.g. current practices, policies, education codes, board agenda items, parental complaints, legal updates, etc.) for the purpose of providing information and/or recommendations and/or addressing a variety of administrative requirements.
- Prepares information for meetings and distributes as appropriate.
- Maintains detailed calendar for Superintendent; arranges interviews, appointments, and schedules as required.
- Screens visitors, telephone calls, and communications for the Superintendent.
- Directs and coordinates the work of other employees under his/her supervision in a lead capacity.
- Performs, coordinates, directs, and monitors special projects, assignments, and activities as assigned.
- Receives and screens Superintendent's and Board of Trustees' mail, handles routine items as needed; follows up on items requiring action.
- Compiles and organizes information for preparation of special reports as requested by Superintendent and/or the Board.
- Transmits directives and decisions on behalf of Superintendent to various employees, departments, and community leaders.
- Establishes, maintains, and updates administrative and confidential files.
- Receives complaints; takes corrective action or refers as appropriate for resolution.
- Operates a computer to develop reports, correspondence, minutes, policies, memos, forms, resolutions, and other documents, rough drafts, or verbal instructions.
- Prepares extensive, detailed and accurate bargaining unit reports; assembles confidential information related to labor relations and negotiations.

- Works in addition to regular office hours as necessary and assigned.
- Performs other duties similar to the above in scope and function as required.

EDUCATION AND EXPERIENCE:

- Education and/or experience equivalent to at least two years of business college.
- Minimum four years of increasingly responsible administrative assistant experience, preferably in the field of education.

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license; provide personal automobile.
- Notary Public desirable.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Modern office methods and procedures including proper telephone techniques, business report and correspondence writing, and computer programs such as keyboarding, e-mail, Word, Excel, Access, PowerPoint;
- Use of proper English, grammar, spelling, vocabulary, and punctuation;
- District and Board policies, procedures, and operations and how to interpret and implement these in the absence of the Superintendent;
- Mathematical skills to prepare a variety of reports.

ABILITY TO:

- Work in a confidential office;
- Deal diplomatically and effectively with a wide variety of people;
- Work independently and make decisions in the absence of specific instructions;
- Establish and maintain a variety of records and files;
- Operate standard office equipment including a computer, calculator, copier, fax machine, and printer;
- Type accurately using a computer at a rate of 55 wpm;
- Maintain the confidentiality and security of sensitive information and files;
- Analyze situations effectively and make decisions on procedural matters without immediate supervision;
- Apply sound judgment within scope of authority;
- Effectively interpret and apply District and Board policies, procedures, rules, and regulations;
- Communicate effectively and tactfully in both oral and written forms;
- Plan, organize, and prioritize assigned workload to meet established time lines;
- Interpret policies, procedures, directives, technical reports, Board backup material, legal opinions, and State Education Code;
- Perform research and compile information from a variety of sources;
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

WORKING CONDITIONS:

ENVIRONMENT:

- General office environment
- Normally located in a work environment with light physical qualifications and requirements

PHYSICAL ABILITIES:

- Ability to lift 25 lbs. maximum or carry any object weighing up to 15 lbs