



VIRGINIA BEACH CITY PUBLIC SCHOOLS CHARTING THE COURSE

EXECUTIVE OFFICE ASSOCIATE III

GENERAL RESPONSIBILITIES

Under the leadership and direct guidance of the Superintendent, this position serves as a critical partner helping drive efficiency and excellence across the district. The Executive Office Associate III is responsible for a wide range of administrative and office management duties that ensure the efficient operation of the office. Key responsibilities include providing comprehensive clerical support, assisting with high-level administrative tasks, and managing sensitive and confidential files with the utmost discretion. The role requires ensuring seamless coordination of office activities and supporting the Superintendent in executing strategic initiatives. Additionally, this position plays a critical role in facilitating communication between state and local government officials; national, state, and local community organizations; schools and central office departments; and overseeing day-to-day office functions to ensure optimal productivity.

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position because the work can evolve with changes, and if the work is similar, related, or a logical assignment to the position.)

Administrative and Office Management

- Execute various administrative and technical tasks as assigned, ensuring efficient office operations.
- Respond professionally and discreetly to inquiries from school staff, central office personnel, parents, and external organizations; provide information within the scope of responsibility and established guidelines, explain procedures and requirements as needed, and refer other matters to appropriate staff to ensure timely resolution.
- Manage mail, email correspondence, and sensitive confidential files with discretion, ensuring efficient communication, and timely processing and distribution on behalf of the Superintendent.
- Establish and maintain an organized filing system (electronic or by other means), and standard office procedures.
- Prepare and proofread various and sometimes complex documents, including correspondence, reports, memoranda, schedules, contracts, etc.

Executive Support

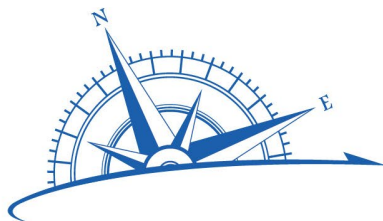
- Collect, analyze, and prepare reports based on required information.
- Act as a liaison between the Superintendent's office and school staff, families, and state and local community leaders.
- Collaborate with administrators and office associates across departments to ensure seamless communication.
- Provide high-level support to the Superintendent, performing additional duties as needed.

Meeting and Event Coordination

- Coordinate and maintain the Superintendent's appointment calendar, scheduling meetings with outside agencies and internal groups, conferences, and other engagements; manage meeting schedules, communications, and notes as needed with employee or student groups that meet with the Superintendent during the school year.
- Take detailed minutes during meetings, ensuring accuracy and completeness.
- Perform related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Must have a strong knowledge of executive level, support service management and be able to work under minimal supervision. Must have a thorough knowledge of standard office practices, procedures, equipment, and office assistance techniques, along with an understanding of school division functions, organization, policies, as well as a strong proficiency in business English. Must have excellent organizational and time management skills, with the ability to prioritize tasks independently while managing multiple projects. Strong communication and interpersonal skills are essential to establish and maintain effective working relationships with school officials, colleagues and the public. Must have the ability to work under pressure and adapt to changing priorities while maintaining confidentiality and a high level of discretion, professionalism, and confidentiality, and at times be comfortable handling public relations while representing the Superintendent's office. Must possess strong interpersonal skills and ability to build effective relationships, provide guidance, delegate tasks, and ensure efficient administrative operations. Must be proficient in using personal computers, office software, and standard office equipment.



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EDUCATION AND EXPERIENCE

Required: Completion of High school or GED, with additional college-level coursework in office management, secretarial science, or a related field. Demonstrated experience in progressively responsible executive-level administrative or secretarial roles, preferably supporting senior leadership.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, grasping, fingering, repetitive motion, and reaching. Occasional walking, standing, bending, stooping, balancing, and crouching. and driving. Ability to lift up to 20 pounds occasionally. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be provided to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Prompt, regular and reliable attendance is an essential function of this position.

After-hours work may be required.