

YUBA COUNTY OFFICE OF EDUCATION
Confidential/Management Job Description

EXECUTIVE ASSISTANT TO THE SUPERINTENDENT

DEFINITION:

Under general direction of the County Superintendent, to serve as a highly responsible confidential executive assistant and provide complex administrative, organizational, and communication support to the County Superintendent. Coordinate executive-level activities, meetings, communications, and events; respond to the public and staff inquiries according to established guidelines and procedures; provide leadership and mentorship to administrative support staff; and performs related duties as assigned.

DIRECTLY RESPONSIBLE TO:

County Superintendent

SUPERVISION OVER:

None; provide assistance and guidance to other staff

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manages and maintains the County Superintendent's schedule, calendar, and appointments, including coordinating meetings, appointments, travel, and organization events.
- Schedules and coordinates travel and conference arrangements for County Superintendents and board members.
- Plans and coordinates, according to the Brown Act guidelines, meetings and public hearings as assigned including preparation and distribution of notices, agenda and supplementary materials, scheduling of facilities and audio-visual needs, preparation of minutes and follow-up actions.
- Interprets and explains program policies and procedures to the public, parents, students or other staff; provides information and answers questions where judgment, knowledge or interpretation of policies, procedures, regulations, and laws are necessary, exercises discretion in public contacts.
- Keeps the County Superintendents apprised of potential problems and concerns.
- Maintains relationships with members of the Board of Education, county office staff, school districts, other county offices and the public.
- Reviews and updates Board Policies, Superintendent Policies, organizational documents, organizational charts, phone trees, and related materials on a regular basis to ensure information, titles, positions, agency contacts, district information, and other organizational details remain current and accurate.
- Attend Executive Cabinet meetings at the direction of the Superintendent to take notes, prepare summaries, and related communications to the Executive Cabinet members.

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Confidential/Management Job Description

EXECUTIVE ASSISTANT TO THE SUPERINTENDENT

- Attend evening and weekend meetings, events, and activities as required to support YCOE and the County Superintendent's needs and functions.
- Prepares letters, memos, messages, reports, meeting agendas, and minutes, purchase orders, mileage forms, travel and conference forms and web-page maintenance; prepares independent drafts of memos in accordance with legal requirements of the Brown Act, Education and Election Codes; edits letters, annual reports, newsletters and any related publications of the County Superintendents.
- Develops, prepares, and distributes the weekly YCOE newsletter to staff and/or stakeholders.
- Research and compiles data for special projects as assigned by the County Superintendents and Board of Education including planning, coordination and implementation of county office and school district special elections and board elections.
- Maintains permanent historical records of the Board of Education, service of trustees, Conflict of Interest forms for Board members and designated staff.
- Coordinates and organizes conferences, workshops, in-services or meetings including coordinating all calendars, arranging for rooms, setup, and refreshments, procuring and arranging for delivery of equipment and materials needed, coordinating registration, preparing and providing invitations, flyers, etc.
- Coordinates, plans, organizes, and attends County Superintendent and YCOE events, including logistical, preparation, communication, and event support.
- Keeps YCOE website up to date with notices, agendas, minutes, policies and other required content.
- Serves as the lead for the administrative support classification by providing mentorship, guidance, and coordination of monthly meetings for administrative support staff.
- Leads the work of clerical staff; provides training, supervision, technical leadership and direction, as necessary.
- Performs other duties as assigned by supervisor.

MINIMUM QUALIFICATIONS:

Education, Training and Experience:

- High school diploma or equivalent is required.
- Completion of two years of college (60 semester units) with major course work in administration, business, or related field. Associate or Bachelor degree preferred.
- Any combination of education, training, and/or experience which demonstrates ability to perform the duties as described including extensive satisfactory experience at the executive secretarial level, preferably in a public education environment.

YUBA COUNTY OFFICE OF EDUCATION
Confidential/Management Job Description

EXECUTIVE ASSISTANT TO THE SUPERINTENDENT

Knowledge of:

- County Office organization, operations, policies and objectives.
- Operation of a variety of office equipment and software, including but not limited to Microsoft Office Suite and Google Suite.
- Policies and objectives of assigned programs and activities.
- Record-keeping techniques.
- Business letter and report writing techniques.
- Professional telephone techniques and etiquette.
- Inventory practices and procedures.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Applicable laws, codes, regulations, policies and procedures.
- Methods of collecting and organizing data and information.

Skills and Abilities:

- Coordination skills to effectively coordinate a variety of difficult, technical functions in a County Superintendent's office.
- Written communication skills to prepare clear, concise, grammatically correct (including punctuation and spelling), letters, memos, minutes, and other written documents.
- Oral communication skills to communicate effectively with county office personnel, school administrative staff, outside district agencies, the public, and news media demonstrating tact, and diplomacy.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of community members.
- Organizational skills to set priorities, define tasks, schedule and coordinate activities, and functions, develop procedures and complete assignments.
- Decision making skills to exercise independent thinking and good judgment.
- Mathematical computational skills.
- Reading comprehension skills to interpret policies, administrative regulations and legislation, and accurately explain to others.
- Record keeping skills to establish and maintain effective file systems.
- Research skills to identify and collect appropriate data.
- Interpersonal skills to establish and maintain cooperative relationships with those contacted in the course of work assignments.
- Adapt to changing program/department needs.
- Ability to work a flexible schedule to attend evening meetings and special events.
- Understand and maintain confidentiality.

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Confidential/Management Job Description

EXECUTIVE ASSISTANT TO THE SUPERINTENDENT

Physical Requirements:

- Bending at the waist, kneeling or crouching; climbing or balancing while using step stool.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others.
- Understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Ability to lift light objects (less than 20 lbs.) on an intermittent basis. May be required to lift heavy objects on an intermittent basis. Requires two or more persons or hand truck or cart to lift 50 pounds or more. Requires two or more persons to lift 50 pounds or more.

Work Environment:

Employees in this position will be required to work in an office and/or school facility environment with regular interruptions and participate in small and large group meetings.

Licenses and Certificates:

- Valid California Driver's License
- The availability of an automobile with liability coverage, if applicable

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Employee Classification: Confidential Classified Management

Salary Range: Executive Assistant to the Superintendent

Approval Date: May 26, 2026

The job description is not intended to be an exhaustive list of all the duties, knowledge, or abilities associated with this classification, but it is intended to accurately reflect the principal job elements.