

COLTON-REDLANDS-YUCAIPA REGIONAL OCCUPATIONAL PROGRAM

CLASS TITLE: EXECUTIVE ADMINISTRATIVE ASSISTANT (CLASSIFIED CONFIDENTIAL)

BASIC FUNCTION:

Under the direction of the Superintendent, perform highly responsible and confidential human resources administrative assistant duties to relieve the Superintendent and Human Resources Department of a variety of administrative details; plan, coordinate and organize administrative activities and coordinate the flow of communications and information for the Superintendent. The person assigned to this job is considered a confidential employee whose duties normally require access to confidential information used in the development of employee onboarding, performance management, training and development of management, and professional/technical, certificated, and classified positions.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform highly responsible duties as confidential assistant to the Superintendent, relieving the Superintendent and Human Resources Department of a variety of administrative details; plan, coordinate and organize administrative office and organizational team-building activities; assure smooth and efficient administrative office operations; maintain the confidentiality of privileged and sensitive information.

Attend Governing Board, partner, and various staff meetings and perform various administrative support duties, including coordination and preparation of agenda items, highlights of success, and supporting materials to facilitate communication channels for employees; assemble and distribute related folders and packets; take and prepare summaries of minutes; submit minutes and revise as appropriate; prepare related newsletters; maintain files of official minutes, resolutions, policies, and appropriate attachments.

Plan, coordinate, and organize administrative activities and coordinate the flow of communications for the Superintendent and Human Resources Department; obtain, explain, and provide information to officials, staff, administrators, and others regarding ROP functions, including personnel and payroll policies and procedures; update and distribute copies of Board policies and administrative regulations as appropriate.

Compose correspondence independently on a variety of matters including those of a confidential nature; assist with new employee recruitment processes; develop focus groups, opinion surveys, and other feedback systems to assess employee engagement; compile and type various letters, forms, reports, contracts, packets, statistical data, memoranda, bulletins, newsletters, lists, and other materials as directed; prepare, format, edit and proofread written materials.

Receive, sort, and route incoming mail; review and determine the priority of incoming mail; compose replies independently or from oral direction; distribute inter-Program correspondence to appropriate staff members; ensure consistent communication to off-site employees; prepare notices, packets, and informational materials for mailing.

Receive, screen, and route telephone calls; greet and assist visitors; refer calls or visitors to appropriate staff members; respond to requests, complaints, and questions from officials, staff, and the public, representing the Superintendent by phone and written communication.

Compile information and prepare and maintain various records and reports according to established procedures and timelines; establish and maintain filing systems; process and maintain master file of ROP forms and applications; duplicate materials as needed.

Schedule and arrange various appointments and meetings; reserve facilities and notify officials, administrators, and others of meetings and related information; maintain and coordinate the Superintendent's calendar; prepare and disseminate calendar of events; make travel arrangements for the Superintendent including airline transportation, hotel accommodations, and other necessary items.

Operate a variety of office equipment including a calculator, copier, fax machine, typewriter, computer, and assigned software; drive a vehicle to conduct work.

Perform special projects and prepare various forms and reports on behalf of the Superintendent; attend to administrative details on special matters as assigned.

Develop and implement office procedures to assure complete and timely operations; create office forms to facilitate workflow.

Monitor inventory levels of office supplies and equipment; order, receive and maintain inventory of office supplies and equipment; prepare purchase requisitions.

Maintain all agreements between ROP and supporting districts.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Functions and secretarial operations of an administrative office.

ROP organization, operations, policies, and objectives.

Applicable laws, codes, regulations, policies, and procedures.

Modern office practices, procedures, and equipment.

Record-keeping techniques.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience, and courtesy. Methods of collecting and organizing data and information.

Business letter and report writing, editing, and proofreading.

Filing systems.

Public relations techniques.

Operation of a computer and assigned software.

ABILITY TO:

Perform highly responsible and confidential administrative assistant duties to relieve the Superintendent and Human Resources Department of a variety of administrative details.

Interpret, apply, and explain laws, codes, rules, regulations, policies, and procedures.

Plan, coordinate, and organize office activities and coordinate the flow of communications and information for the Superintendent.

Organize complex material and summarize discussions and actions taken in report form.

Compile and prepare comprehensive reports concerning a broad spectrum of subject matter.

Support a culture of collaboration and innovation.

Demonstrate strong customer service and interpersonal skills.

Revised 4/10/2024
Board 4/10/2024

Compose effective correspondence independently.
Answer telephones and greet the public courteously.
Maintain a variety of complex and confidential files and records.
Assure efficient and timely completion of office and program projects and activities.
Understand and resolve issues, complaints, or problems.
Type or input data at 50 words per minute from a clear copy.
Operate a variety of office equipment including a computer and assigned software.
Establish and maintain cooperative and effective working relationships with others.
Analyze situations accurately and adopt an effective course of action.
Plan and organize work.
Prioritize and schedule work.
Work independently with little direction.
Work confidentially with discretion.
Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Required: Bachelor's degree in Human Resources, Business Administration, Public Administration, Communications, or related field and 5 years of administrative support experience. An additional 8 years of experience in Human Resources, Business Administration, Public Administration, Communications or a related field may be counted in lieu of a bachelor's degree.

Employees who were hired before June 30, 2023, will be grandfathered into their current position regardless of changes made to their job qualifications. This means that any changes to the job qualifications of an employee hired prior to June 30, 2023, will not result in a loss of employment, demotion, or reduction in pay or benefits. This provision does not apply if the employee is promoted or applies for a new position within the organization. Employees hired on or after July 1, 2023, will be subject to the changes made to the job descriptions that are effective on July 1, 2023.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person or on the telephone.
Sitting or standing for extended periods of time.
Seeing to read a variety of materials.
Bending at the waist, kneeling, or crouching to file materials.