



**Orange County Department of Education
Human Resources Department
Classified Class Specification**

**Class Code: 5075
Date Adopted: 7/1/2024**

**FLSA Status: Nonexempt
Union Representation: Represented**

Executive Assistant

GENERAL PURPOSE

Under direction, performs a wide variety of complex and sensitive administrative support functions in the office of a Cabinet member, director, or executive/administrator at least at that level; interacts with OCDE management and other school districts' top executives on operational matters; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Executive Assistants perform complex and diverse administrative support duties in the office of a Cabinet member, a director, or executive/administrator. Incumbents operate in an environment characterized by involvement in broad division issues and interaction with top executives and managers in OCDE and other school districts on program and operational matters, some of which are complex and sensitive. Work requires a thorough knowledge of OCDE and division operations and applicable rules, policies, procedures, practices, and terminology.

Executive Assistant is distinguished from Senior Executive Assistant in that incumbents in the latter class serve as the primary assistant to a member of the Superintendent's Cabinet and supervise other staff providing administrative support services within a Cabinet member's office.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Perform a wide variety of complex administrative support services in the office of a member of the Superintendent's Cabinet or for a director or executive/administrator; assist in handling a variety of administrative tasks not requiring the executive's immediate attention.
2. Type and/or draft reports, memoranda, correspondence, presentations, board agenda items, forms, requisitions, contract requests, and other documents and reports often of a highly sensitive and confidential nature; proofread and check a variety of forms, documents, and other materials for accuracy, completeness, and compliance with OCDE standards, policies, and procedures; and maintain a wide variety of general and specialized files
3. Assemble, type, and process a variety of documents associated with division functions and processes; prepare requisitions for the purchase of materials and supplies; organize and coordinate printing of documents; disseminate communications to division work locations.

4. Maintain or assist in maintaining the cabinet member's or executive's calendar; screen requests, and schedule a variety of appointments, conferences, teleconferences, and internal and external meetings; review, determine priority, and route incoming correspondence, email, reports, and other documents; handle or refer matters in accordance with established procedures.
5. Make and confirm travel arrangements; submit conference registration; arrange hotel and flight reservations; develop and complete itineraries, travel forms, and other related documentation; and compile and prepare reimbursement requests.
6. Plan or assist in planning and making event arrangements for staff meetings, retreats, academic events, staff development sessions, and a variety of other division events; secure locations; and make food/refreshment, equipment, and other arrangements.
7. Receive and screen visitors and telephone calls, providing information and handling issues that often require sensitivity and use of sound, independent judgment; respond to requests for information, refer matters to appropriate OCDE staff, and/or take or recommend action to resolve the request.
8. Conduct research and assemble information from a variety of sources for the preparation of reports, correspondence, and presentations.

OTHER DUTIES

1. Assist in compiling and preparing division/department/program budgets and distributing budget documents and reports; draft preliminary reports; monitor assigned budgets.
2. Process and submit division payroll and timekeeping documents; submit requests for facilities and equipment repairs.
3. Oversee and process the issuance of OCDE credit cards in accordance with established policies and procedures; maintain all required documentation.
4. May take and maintain minutes of meetings and distribute applicable information to designated staff and other individuals.

QUALIFICATIONS

Knowledge of:

1. Advanced office administrative and management practices and procedures.
2. Principles and practices of sound business communication; correct English usage, including spelling, grammar, sentence structure, and punctuation.
3. OCDE organization, rules, policies, regulations, procedures, and provisions of the Education Code applicable to areas of assigned responsibility.
4. Advanced uses of word processing, spreadsheets, databases, and other standard software to create complex documents and materials requiring the interpretation and manipulation of data.
5. OCDE administrative policies, procedures, and approval processes applicable to payroll, fiscal, purchasing, travel, training, contract processing, maintenance of public records, and other administrative support activities.
6. Research techniques, methods, and procedures.
7. Techniques of recordkeeping, budget tracking, and creating and maintaining timelines.

Ability and Skill to:

1. Organize, set priorities, and exercise sound judgment with limited supervision.
2. Interpret, apply, explain, and reach sound decisions in accordance with laws, regulations, rules, and policies.
3. Plan and make event arrangements, including facility locations, food and refreshments, audiovisual equipment set up, and materials for distribution, with high attention to detail.
4. Operate a computer, word processing and business software, and other standard office equipment; and type accurately.
5. Manage multiple and rapidly changing priorities calmly and efficiently.
6. Organize, research, and maintain complex office files.
7. Compose correspondence, prepare presentations, talking points, and other documents, and make plans or arrangements based on brief instructions.
8. Communicate clearly and effectively, both orally and in writing.
9. Prepare clear, concise, and comprehensive correspondence, reports, and other written materials.
10. Maintain highly sensitive and confidential information and handle sensitive and difficult situations.
11. Establish and maintain highly effective working relationships with OCDE executives, administrators, superintendents, and officials of other county school districts, staff, faculty, business and community leaders, other elected officials, parents, the public, and others encountered in the course of work.
12. Must demonstrate attendance sufficient to complete the duties of the position as required.

Education, Training, and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is graduation from high school or a high school equivalency test and at least five (5) years of experience; or a combination of training and experience. An associate's degree or coursework in related field is desirable and may be substituted for a portion of the required experience.

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.

Physical Demands

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification perform deskwork for extended periods; read written and electronic materials; communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); and access and operate all required equipment for job duties. The position may include occasional need to traverse uneven surfaces. May move items weighing up to 25 pounds.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve administrative problems; use

mathematical reasoning; make observations; learn and apply new information or skills; perform detailed work; work on multiple, concurrent tasks often with frequent interruptions; work under deadlines and meet productivity requirements; and interact successfully with various groups of people 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 essential functions. The employee works under typical office conditions, and the noise level is usually quiet.