



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

Class Code: 5104

**FLSA Status: Nonexempt
Union Representation: Unrepresented**

EXECUTIVE ASSISTANT SUPERINTENDENT'S OFFICE

GENERAL PURPOSE

Under general supervision and direction, performs a wide variety of difficult, responsible, and confidential administrative support duties for the offices of the Superintendent, Deputy Superintendent, and the Board of Education and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Executive Assistants Superintendent's Office are responsible for independently performing a wide variety of difficult, responsible, and confidential secretarial, clerical and office support functions requiring detailed knowledge of OCDE and division rules, policies and procedures. Incumbents primarily provide administrative support to the Lead Senior Executive Assistant and use advanced word processing, spreadsheet, and graphics skills in the development of technical documents and presentation materials as needed. Assigned work requires the use of initiative and judgment in selecting appropriate work methods and the ability to handle routine to non-routine questions, complaints, and problems based on knowledge gained through experience.

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. Utilize specialized software and database programs as required by department functions to access, update, track, and maintain a variety of specialized records and information; review, compile, track, and check data and information from a variety of sources, identify discrepancies and either resolve or provide proper notification; research, develop, maintain, and update specialized and custom forms, logs, files, schedules, databases, spreadsheets, lists, records, and reports to support technical work processes in areas of assigned responsibility; design, develop, and maintain spreadsheets requiring data interpretation and manipulation.
2. Perform administrative support duties for assigned staff members; draft, type, complete, submit, and/or distribute memoranda, correspondence, consultant agreements, contracts, flyers, lists, manuals, agendas, logs, calendars, applications, reports, forms, and other documents; proofread, check, and verify accuracy, completeness, and compliance with OCDE standards, policies, and procedures, as well as legal requirements; ensure materials, reports, and documents for signature are accurate and complete; and distribute or submit pertinent documentation to appropriate sources.

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3. Perform a variety of complex and responsible secretarial/administrative support duties to ensure the successful coordination, processing, and completion of routine administrative operations for the Superintendent's Office.
 4. Assist in planning, coordinating, and arranging a variety of large-scale workshops, meetings, trainings, conferences, and special events at OCDE and off site; secure event locations; arrange room and equipment setup/cleanup and catering/refreshments; design and prepare name badges and certificates of completion; order and assemble conference materials, handouts, binders, or packets; and create registration database.
 5. Assist in the coordination and set up of video conferences and meetings.
 6. Establish and maintain detailed calendars including due dates and schedules.
 7. Develop complex presentation materials from drafts or oral instructions.
 8. Type and process travel requests, mileage forms, print requests, purchase requisitions, purchase orders, invoices, payment requests, time sheets, contract request forms and other documents; make training and travel arrangements; maintain an inventory of office supplies; and request facilities and equipment repairs.
 9. Track and maintain records on project expenditures; identify and report discrepancies; invoice program participants; and reconcile purchase orders and invoices.
 10. Receive and respond to telephone calls and e-mail correspondence as needed; greet and direct visitors; and handle inquiries and complaints from and/or provide detailed, technical information regarding OCDE and department/program policies and procedures.
 11. Facilitate senior leadership memberships with outside organizations to ensure they are maintained.
 12. Organize, maintain, and update confidential, specialized and technical files, documents, and records; and create, maintain, and update filing systems.

OTHER DUTIES

1. May provide secretarial support to designated committees or advisory councils; prepare, draft, compile materials, and distribute related notices, reports, agendas, and other materials; make meeting arrangements; and attend meetings and take, transcribe, and distribute minutes.
2. Update applicable content on websites.
3. Conduct special projects as assigned.

QUALIFICATIONS

Knowledge of:

1. Office administrative and procedures, including recordkeeping practices and procedures.
2. Principles and practices of sound business communication; and correct English usage, including spelling, grammar and punctuation.
3. OCDE rules, policies, procedures, and operating practices related to areas of responsibility.
4. Terminology, work processes, and local, state, and federal requirements applicable to areas of assigned responsibility.

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5. Advanced uses of word processing, spreadsheet, database, graphics, and other software to create documents and materials requiring the interpretation and manipulation of data.
 6. Basic research techniques, methods, and procedures.
 7. OCDE administrative policies, procedures, and approval processes applicable to payroll and timekeeping, budget, fiscal and purchasing, travel and training, contracts, maintenance of public records, and other administrative processes.

Ability and Skill to:

1. Operate a computer, word processing, and spreadsheet software and other standard office equipment.
2. Manage multiple and rapidly changing priorities to meet the needs and expectations of management.
3. Organize, set priorities, take initiative, and exercise sound independent judgment within areas of responsibility.
4. Interpret, apply, explain, and reach sound decisions in accordance with regulations, policies, and procedures.
5. Organize, research, and maintain complete and extensive office files.
6. Compose correspondence, prepare documents, and make arrangements from brief instructions; and type accurately.
7. Communicate clearly and effectively, orally and in writing.
8. Understand and follow written and oral instructions.
9. Prepare clear, accurate, and concise records and reports.
10. Maintain highly sensitive and confidential information.
11. Deal with sensitive and difficult situations.
12. Establish and maintain highly effective working relationships with management, administrators, staff, teachers, parents, students, community organizations, the public, and others encountered in the course of work.
13. 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 high school equivalency test and at least five (5) years of increasingly responsible office administrative or secretarial experience; or an equivalent combination of training and 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 the essential functions. The employee works under typical office conditions, and the noise level is usually quiet.

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