

EXECUTIVE ASSISTANT TO THE SUPERINTENDENT

JOB SUMMARY

Responsible to the Superintendent for the supervision and coordination of functions, activities, clerical work and records of the Superintendent's office. This position will serve in a leadership role with school site secretaries. Will serve as Superintendent's designee in handling matters related to staff and community relations as directed by the Superintendent. Will serve as a liaison between the Superintendent and state agencies, organizations, and legislative staff.

TYPICAL DUTIES

Act as the executive and confidential secretary to the Board of Trustees and Superintendent. Coordinate clerical work required in the preparation of the Board of Trustee agenda. Incorporate agenda material for presentation to the Board. Attend Board meetings, taking notes of business transacted and transcribe reports of minutes for review and approval. Maintain the official record of Board minutes. Maintain and make revisions to the policy handbooks. Attend to administrative details on special matters assigned to the Superintendent. Take and transcribe dictation consisting of correspondence, memoranda, reports, meeting minutes and such. Act as receptionist, receiving telephone calls and visitors for the Superintendent. Schedule appointments, arrange group meetings, take notes and prepare minutes. Compose difficult correspondence independently on a variety of matters. Establish and maintain confidential and complex files. Receive, sort, read, route, and respond to mail. Provide training, work direction, and guidance to assigned clerical support. Interview, select, and provide input to the evaluation of assigned staff. Project the Superintendent and Governing Board in a positive and supportive manner to staff and the public. Operate a variety of office machines and equipment including a microcomputer and related software. Perform other related duties as assigned.

JOB REQUIREMENTS

Any combination of education, training, and/or experience which demonstrate ability to perform the required duties. A typical qualifying background would include graduation from high school or equivalent, supplemented by course work in secretarial science, business, or related field and five years of increasingly responsible secretarial experience including two years in a school district administrative office.

Knowledge of:

Modern office technology, practices, and equipment. Windows 95 and software such as Microsoft Word and/or WordPerfect, etc. Techniques and strategies concerning supervision, motivation, and performance evaluation. Document processing and retrieval. Letter and report writing. Oral and written communication. Telephone and receptionist techniques. Proper English usage, spelling, vocabulary, and grammar.

Ability to:

Organize an effective clerical work flow for the Superintendent's Office. Perform highly complex, confidential, responsible secretarial and clerical work and relieve the chief administrative office of detail. Assume responsibility and use good judgment on behalf of the Superintendent. Understand and apply complex policies, rules, and laws. Compose difficult correspondence independently, rapidly, and correctly. Plan, organize, provide work direction, and motivate the work of others and establish and maintain effective working relationships. Make clear and comprehensive reports and keep complex records. Meet the public in situations requiring tact, diplomacy and discretion. Take dictation at correct speed of 110 WPM and type at a corrected speed of 60 WPM. Use internet technology as well as traditional data bases, to research and compile information on legal, legislative, or technical subjects as requested by the Superintendent or Board members. Meet schedules and time lines.

LICENSE

Must possess a valid California driver's license and the ability to maintain qualification for district vehicle insurance coverage.

PHYSICAL ABILITY

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; talk or hear. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The selected candidate must be able to perform the duties of a rigorous work schedule and unloading, and pass a physical examination and drug screen certifying this ability.

**WORKING
CONDITIONS**

Typical office environment. Lifting, pushing/pulling moderately heavy and/or bulky items. Extended periods of sitting, walking, and standing.