

VAL VERDE UNIFIED SCHOOL DISTRICT

Executive Assistant to the Superintendent and Board of Education

DEFINITION

Under general direction of the Superintendent, to perform highly skilled confidential executive assistant work for a cabinet-level administrative official by planning, organizing, supervising and participating in the clerical operations related to his/her assigned responsibilities; to be responsible for a variety of routine administrative details; maintain confidentiality or privileged and sensitive information and to do related work as required.

EXAMPLES OF DUTIES

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Serves as confidential executive assistant and administrative aide to the Superintendent, which may include performing research and data abstraction pertaining to legislation, court decisions, County counsel opinions, and legal provisions that may affect the District operational processes; coordinates the secretarial, clerical, and administrative follow-up activities required by the Board of Education, including conference and travel arrangements, providing operational information, and the preparation of correspondence and special reports; plans, organizes, coordinates, and supervises the preparation, printing, and distribution of Board agenda and related materials, notices, bulletins, and other communicative documents; attends Board meetings and takes stenographic notes and prepares a transcription draft for Superintendent review and editing; prepares and maintains the official record of the Board minutes; assists in the revision, updating, and maintenance of the Board policies and regulations; performs follow-up functions to ensure a timely response to Board and Superintendent special report and information requests; takes and transcribes dictation pertaining to correspondence, memoranda, reports, and a variety of other subject matter which may be sensitive, privileged, and highly confidential; may interpret policies, operational regulations, and procedures to District personnel and the educational community for the Superintendent; independently composes correspondence for the Superintendent's review; plans, organizes, establishes, and maintains a complex data management, storage, and retrieval system; processes and responds to routine mail and inquiries forwarded to the Superintendent's office; assists in the budget planning and expenditure control procedures pertaining to the Superintendent's office.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of: Functions, organization; scheduling and clerical operation of an administrative office; modern office methods and practices including filing systems, receptionist and telephone techniques, accounts receivable and payable processing and reporting methods; complex filing and indexing systems; modern office equipment; database systems and current technology; principles of letter and report writing; correct English usage, spelling, grammar and punctuation; bookkeeping principles, practices and terminology.

Ability to: Perform responsible and complex typing; data entry, secretarial, receptionist and clerical work involving the use of independent judgment; perceive established goals and objectives of the department and work to ensure their fulfillment; maintain an organized work area and filing systems to support the department; interpret and apply District policies, laws rules and regulations; compose correspondence on own initiative; carry out directives with minimal supervision and meet time lines; establish and maintain an effective working relationship with those contacted in the course of work and work cooperatively with co-

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EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES (continued)

workers; effectively meet administrative and professional personnel and the public dealing with a wide variety of personalities and situations requiring diplomacy, friendliness, poise and firmness as necessary; evaluate situations (i.e. involving staff, students, parents and the public, etc.) to inform appropriate supervisor for a resolution and follow-up as necessary; make arithmetical calculations with speed and accuracy; understand and carry out oral and written directions; work cooperatively with those contacted in the course of work.

Skills: Type at a rate of 60 words per minute from clear, legible copy. Proficient at Microsoft Word - Excel, Access, Publisher, Outlook, Galaxy and other office computer applications.

EDUCATION AND EXPERIENCE

Education: Equivalent to graduation from high school, supplemented by two (2) years of college-level training or course work in office management of business administration. Additional, Administrator's Secretary or high level Technician experience may be supplements for the college-level training or course work.

Experience: Six (6) years of increasingly responsible secretarial and/or administrative assistant experience, including three (3) years of secretarial experience in a California public school district is required.

REQUIRED LICENSES AND/OR CERTIFICATES

Possession of a valid and appropriate California Driver's License; qualify for Notary Public Commission.

EMPLOYMENT STATUS

Confidential position

Classified Confidential Salary Schedule 202, Row 1

03/24/15