

EXECUTIVE ASSISTANT TO THE SUPERINTENDENT

Purpose Statement:

The job of Executive Assistant to the Superintendent is done for the purpose/s of providing a wide variety of complex and confidential administrative and secretarial support to the Superintendent and Governing Board; communicating information on behalf of Superintendent to school and district staff, other districts, public agencies, etc.; and acting as liaison between the Superintendent, Governing Board and staff and the public to provide information.

Essential Functions

- Attends Board meetings and performs various secretarial and administrative assistant duties for the Board (e.g. coordination/preparation of agenda, etc.) for the purpose of recording the minutes in accordance with district policy and maintaining a variety of records related to Board activities.
- Chairs monthly administrative assistants meetings for the purpose of providing leadership and staff development, and serving as a resource for information.
- Compiles data from a variety of sources (e.g. Board agenda for meetings, various reports for district committees, budget, etc.) for the purpose of ensuring compliance with financial, legal and/or administrative requirements.
- Composes correspondence independently on a variety of matters (e.g. letters, reports, statistical data, memos, bulletins, lists, etc.) for the purpose of communicating information to school and district personnel, the community, state/local officials, etc.
- Coordinates a variety of activities for the Superintendent and/or Board (e.g. procedures, meetings, workshops, travel and accommodations, etc.) for the purpose of ensuring availability of facilities and/or equipment and delivering services in conformance to established guidelines.
- Maintains documents, files and records (e.g. Board Policy Book, budget reports, etc.) for the purpose of providing up-to-date reference and audit trail for compliance.
- Monitors assigned district activities and/or program components (e.g. Board/Superintendents budget, expenses, appointments, etc.) for the purpose of coordinating activities and ensuring compliance with established financial, legal and/or administrative requirements.
- Prepares special projects and various forms/reports on behalf of the Governing Board and the Superintendent for the purpose of ensuring the accuracy and completeness of materials and providing administrative support.
- Researches a variety of written information (e.g. current practices, policies, education codes, etc.) for the purpose of providing information, recommendations and/or addressing a variety of administrative requirements.
- Responds to inquiries (e.g. telephone calls, visitors, requests, concerns, questions) for the purpose of resolving problems from parents and community members, providing information and/or referring to appropriate personnel.
- Schedules a variety of activities (e.g. appointments, meetings, travel arrangements, etc.) for the purpose of coordinating the Superintendents calendar and making necessary arrangements for the Board members.
- Serves as a liaison to parents, students, committees and/or organizations on behalf of the Superintendent and/or Board for the purpose of conveying and/or gathering information required for district operations.
- Supervises assigned personnel (e.g. schedules, evaluates, trains, recommends new hires, recruiting, screening, etc.) for the purpose of ensuring department functions are performed efficiently and in conformance with required regulatory standards.
- Supports Superintendent and Governing Board members for the purpose of providing assistance with their administrative functions and maintaining confidentiality of issues related to negotiations, personnel and students.

Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Serves as a Notary Public for the district for the purpose of providing notary services in compliance with state/federal regulations.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; performing standard bookkeeping/accounting procedures; planning and managing projects; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: strong knowledge of the concepts of grammar, punctuation and spelling; standardized accounting/bookkeeping principles

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality, meeting deadlines and schedules; setting priorities; working as part of a team; working with constant and sustained interruptions; working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; managing a department; and directing the use of budgeted funds within a work unit. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience within specialized field with increasing levels of responsibility is required.

Education Targeted job related education that meets organization's prerequisite requirements.

Required Testing

Pre-Employment Drug Screening
Pre-Employment Proficiency Test
Pre-Placement Physical Exam

Certificates & Licenses

Notary Public License
Typing Certificate

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice/Fingerprint Clearance
Tuberculosis Clearance

FLSA Status

Exempt

Approval Date

4/24/2002

Salary Grade

Supervisory 39