EXECUTIVE ASSISTANT TO THE SUPERINTENDENT

Purpose Statement

The job of Executive Assistant to the Superintendent was established for the purpose/s of assisting the Superintendent in the daily operation of the district as well as the planning, implementing, directing and maintaining of District programs by providing a wide variety of complex and confidential administrative and secretarial support; analyzing requests and providing recommendations for action; serving as the initial contact/resource person for the Superintendent's office; and communicating information on behalf of the district and the Board of Education to its staff, other districts, public agencies, etc.

This job reports to Superintendent

Essential Functions

- Assists in the preparation and monitoring of assigned budgets for the purpose of recommending expenditure requests for designated accounts and monitoring approved budget accounts.
- Attends meetings, workshops and seminars (e.g. Board meetings, Parent/Community Advisory Council, Superintendent's Cabinet, inservice activities, etc.) for the purpose of providing information/recommendations, recording minutes, coordinating materials distribution, increasing professional knowledge, and/or supporting the needs of other attendees.
- Compiles data from a variety of sources (e.g. agenda packets, budget, schedules, etc.) for the purpose of complying with financial, legal and/or administrative requirements.
- Coordinates a variety of activities for the Superintendent and Board of Education (e.g. meetings, receptions, luncheons, workshops, Board activities, policy development, travel/accommodations, etc.) for the purpose of ensuring availability of facilities/equipment and/or delivering services in compliance with established guidelines.
- Maintains a variety of manual and electronic documents, files and records (e.g. minutes, policies, calendar of appointments, official records of Board of Education proceedings, directives, etc.) for the purpose of providing up-to-date reference and audit trail for compliance with district, local, state and federal regulations.
- Monitors assigned district activities and/or program components (e.g. Board/District mandated processes, follow-up activities, etc.) for the purpose of coordinating activities and ensuring compliance with established financial, legal and/or administrative requirements.
- Oversees office activities for the purpose of ensuring office objectives are achieved.
- Performs record keeping and clerical functions (e.g. assembling reports, manuals, correspondence, etc.) for the purpose of supporting the Superintendent, Cabinet and Board of Education.
- Prepares a wide variety of written materials (e.g. agendas, draft and final correspondence, publications, Board packets, reports, minutes, memos, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Processes documents and materials (e.g. Board packets, updating manuals, proofing, editing, etc.) for the purpose of disseminating information to appropriate parties.
- Researches a wide variety of topics (e.g. Board agenda items, historic information, law changes, etc.) for the purpose of providing information and or recommendations for action.
- Responds to a wide variety inquiries for the purpose of resolving problems, providing information and/or referring to appropriate personnel.
- Serves as the initial contact/resource person for the Superintendent's office for the purpose of screening calls, visitors and mail to organize the flow of communication through the Superintendent's office in an efficient and effective manner.
- Serves on the District's Communications Team for the purpose of ensuring effective communications.

- Supports Superintendent and Governing Board for the purpose of relieving the Superintendent of complex and routine administrative and technical details.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: operations, services and activities of the District; modern principles and practices of office management; principles and practices of fiscal, statistical, and administrative data collection and report development; concepts of grammar and punctuation; business telephone etiquette; and pertinent codes, policies, regulations and/or laws.

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 varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies 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; and interpreting codes, policies, regulations and/or laws.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; leading, guiding, and/or coordinating others; and directing the use of budgeted funds within a work unit. Utilization of resources from other work units is often 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 75% sitting, 10% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

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

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

Equivalency None Specified

Required Testing

Keyboarding test and other pre-employment proficiency testing may be required.

Certificates & Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified 67

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:
Employee Name (Please Print): _____
Employee Signature:_____ Date: _____