

## **SANTA PAULA UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: EXECUTIVE ASSISTANT**

#### **BASIC FUNCTION:**

Under the direction of an Assistant Superintendent or designee, perform varied, complex and responsible secretarial and administrative assistant duties; explain policies and regulations to officials, staff and the public; plan, coordinate and organize office activities and flow of communications and information for the assigned administrator; maintain confidentiality of sensitive and privileged information.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Perform varied, complex and responsible duties as the primary secretary to the administrator; provide administrative support to other departmental administrators as requested; plan, coordinate and organize office and department activities and flow of communications.

Receive, screen and route telephone calls; greet and assist visitors; refer callers or visitors to appropriate staff members; take and relay messages; respond to requests, complaints and questions from officials, staff and the public, representing the administrator by phone and written communication; explain policies and regulations to officials, staff and the public.

Compose correspondence independently on a variety of matters; compile and type various letters, forms, reports, contracts, packets, statistical data, memoranda, bulletins, newsletters, notices, vouchers, lists and other materials as directed; prepare, format, edit, proofread and revise written materials.

Coordinate and schedule various appointments and meetings; make District-related travel arrangements; reserve facilities; prepare and ensure proper completion of reimbursement forms; maintain and coordinate the administrator's calendar; prepare and disseminate calendar of events; coordinate and arrange special events and activities.

Receive, sort and route incoming correspondence; receive and respond to e-mails; review, prioritize and route incoming mail, correspondence, reports and other documents; compose replies independently or from oral direction; prepare notices, packets and informational materials for mailing.

Attend a variety of meetings; prepare related agendas, Board topics, notices, reports, presentations and agendas; record and transcribe minutes; prepare and distribute minutes, updated records, statements, documents and reports to appropriate personnel.

Research and compile a variety of information; compute statistical information for various reports; process and evaluate a variety of forms and applications related to assigned functions; duplicate materials as necessary.

Input a wide variety of data into assigned computer systems; maintain automated files and

records; create queries and generate a variety of computerized lists and reports; ensure timely distribution and receipt of a variety of records and reports; ensure accuracy of input and output data.

Maintain designated budgets and ensure assigned accounts are accurate and expenditures are within federal or State requirements; initiate budget transfers as directed.

Prepare and maintain a variety of complex lists and records related to student information, personnel, financial activity and assigned duties; establish and maintain filing systems.

Perform special projects and prepare various forms and reports on behalf of the administrator; attend to administrative details on special matters as assigned; perform varied duties related to the area of responsibility and assigned programs.

Operate and maintain a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software; arrange for equipment repairs as needed.

Communicate with other departments, administrators and outside agencies to coordinate activities, exchange information and resolve issues or concerns.

Prepare, type and process requisitions according to established guidelines; order, receive and maintain inventory of supplies and equipment in accordance with established guidelines.

Develop and implement office procedures to ensure complete and timely operations; create office forms which facilitate work flow.

**OTHER DUTIES:**

Perform related duties as assigned.

Some incumbents in this classification may be required to speak, read and write in a designated second language.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Functions and secretarial operations of an administrative office.

District operations, policies and objectives.

Applicable laws, codes, regulations, policies and procedures.

Modern office practices, procedures and equipment.

Record-keeping techniques.

Proper English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Budgeting practices regarding monitoring and control.

Methods of collecting and organizing data and information.

Business letter and report writing, editing and proofreading.

Basic public relations techniques.

Operation of a computer and assigned software.

**January 2015**

**Ewing Consulting, Inc.**

**ABILITY TO:**

Perform responsible secretarial and administrative assistant duties to relieve the Assistant Superintendent or Executive Director of a variety of administrative details.

Apply and explain laws, codes, rules, regulations, policies and procedures.

Plan, coordinate and organize office activities and flow of communications and information for the assigned administrator.

Organize complex material and summarize discussions and actions taken in report form.

Compile and prepare comprehensive reports concerning a broad spectrum of subject matter.

Compose correspondence independently.

Maintain a variety of complex and confidential files and records.

Ensure efficient and timely completion of office and program projects and activities.

Understand and resolve issues, complaints or problems.

Type or input data at an acceptable rate of speed.

Take and transcribe dictation at an acceptable rate of speed.

Operate a variety of office equipment including a computer and assigned software.

Establish and maintain cooperative and effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.

Plan and organize work.

Meet schedules and time lines.

Prioritize and schedule work.

Work independently with little direction.

Communicate effectively both orally and in writing.

Work confidentially with discretion.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma or its equivalent, college-level coursework in secretarial science or related field and five years of increasingly responsible clerical or secretarial experience involving frequent public contact.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Constant interruptions.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information in person or on the telephone.

Dexterity of hands and fingers to operate a computer keyboard.

Ability to see to read a variety of materials.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching to file and retrieve materials.

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