

SANTA PAULA UNIFIED SCHOOL DISTRICT

CLASS TITLE: EXECUTIVE ASSISTANT-SUPERINTENDENT (CONFIDENTIAL)

BASIC FUNCTION:

Under the direction of the Superintendent, perform highly responsible and confidential secretarial and administrative assistant duties to relieve the Superintendent of a variety of administrative details; interpret policies and regulations to officials, staff and the public; plan, coordinate and organize office activities, public relations and flow of communications and information for the Superintendent.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform highly responsible duties as the primary and confidential secretary to the Superintendent, relieving the Superintendent of a variety of secretarial and administrative details; plan, coordinate and organize office and department activities and flow of communications for the Superintendent; maintain confidentiality of privileged and sensitive information.

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 Superintendent by phone and written communication; interpret policies and regulations to officials, staff and the public.

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

Coordinate and organize public relations and related activities for the Superintendent; prepare and ensure access of a variety of documents, files and other paperwork for the public; represent the Superintendent at special events as assigned; communicate with a variety of agencies and members of the community to enhance public relations including the media; serve as internal and external liaison for the Superintendent and Board.

Coordinate and schedule various appointments, forums and meetings; make travel arrangements; reserve facilities; maintain and coordinate the Superintendent's calendar; prepare and disseminate calendar of events; coordinate and arrange special events and activities for the Superintendent.

Set up, facilitate and attend meetings of the Board of Trustees; coordinate, prepare, and post agendas; maintain official records of Board meetings; maintain scheduling calendar for use of Board room; provide Board members with information on events via e-mail; provide handouts and pertinent information; take and transcribe minutes.

Receive, sort and route incoming correspondence; review and determine priority of incoming mail and e-mail; compose replies independently or from oral direction; prepare notices, packets and informational materials for mailing.

Research and compile a variety of information; conduct on-line research as needed; compute statistical information for various federal, State and local reports; process and evaluate a variety of forms and applications related to assigned functions; duplicate materials as necessary.

Prepare documents and information relating to collective bargaining activities including employee relations and negotiations; maintain confidentiality regarding issues related to negotiations and other collective bargaining matters.

Input a wide variety of data into an assigned computer system; 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.

Prepare and maintain a variety of complex lists, records and reports related to assigned duties; establish and maintain filing systems.

Update and maintain the Board/Superintendent's Office web page; ensure timely and accurate posting of information including calendars, announcements, agendas, minutes, packets and Board policies.

Perform special projects and prepare various forms and reports on behalf of the Superintendent; attend to administrative details on special matters as assigned.

Operate and maintain a variety of office equipment including a calculator, copier, fax machine, computer and assigned software; maintain users account information on the District's telephone notification system; 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.

Provide assistance to District safety personnel in the event of school or District crisis situations; maintain public information center for the media; notify the Board of events; update and maintain the District's safety plan; communicate with local fire and police personnel as needed.

Attend meetings and serve on assigned committees as directed.

Prepare and translate a variety of documents and provide interpretation during meetings and other activities as needed.

OTHER DUTIES:

Perform related duties as assigned.

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.
Correct 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.
Public relations techniques.
Operation of a computer and assigned software.

ABILITY TO:

Perform highly responsible and confidential secretarial and administrative assistant duties to relieve the Superintendent of a variety of administrative details.
Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
Plan, coordinate and organize office activities, public relations and flow of communications and information for the Superintendent.
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 effective 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.
Work confidentially with discretion.
Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: college-level coursework in secretarial science or related field and six years of increasingly responsible administrative support experience involving frequent public contact.

LICENSES AND OTHER REQUIREMENTS:

Incumbents in this classification are required to speak, read and write in a designated second language.

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WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

Work evening or variable hours.

PHYSICAL DEMANDS:

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

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Bending the waist, kneeling or crouching to file materials.