

<b>Position:</b>	Executive Assistant	<b>FLSA:</b>	Non-exempt, confidential
<b>Department/Site:</b>	Varies	<b>Salary Grade:</b>	121
<b>Reports to/Evaluated by:</b>	Associate Superintendent	<b>Salary Schedule:</b>	Non-Operations

**SUMMARY**

Under general direction, coordinates and performs a variety of technical, paraprofessional, and highly complex administrative support duties for a senior level administrator of a division that integrates multiple, unrelated sub-functions. Coordinates and performs administrative projects within a division. Coordinates work flow and support activities for the office and often involving multiple organization units.

**DISTINGUISHING CAREER FEATURES**

The Executive Assistant is part of a multi-level career path encompassing administrative and secretarial support. The Executive Assistant is the senior position in the career path for secretarial and administrative support. Advancement to Executive Assistant requires at least three years as Administrative Secretary IV (or equivalent) and a demonstrated ability to coordinate and perform difficult and confidential administrative support to business, legal, and education matters, and coordinate projects and work flow involving other organization units. Advancement also requires compliance with the qualifications of the position and assignment to an Associate Superintendent or higher, or the equivalent function in scope of responsibility.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Performs technical and complex administrative support involving the use of independent judgment and an in-depth understanding of the functions and procedures of the division, with a working understanding of functions and procedures of other divisions.
- Receives and screens telephone calls and visitors, handling routine-to-difficult matters independently, providing information as appropriate, or routing calls to administrators.
- Responds to inquiries and conveys technical and/or other information about programs and services provided by the organizational unit and district. Interprets and conveys policies and procedures, referring extremely difficult or sensitive matters to the appropriate administrator.
- Organizes, balances, prioritizes, and performs administrative support duties, anticipating business and school calendars and cycles. Establishes and works within time lines for projects, activities, and required submissions.
- Coordinates the administrative aspects of projects and events, integrating them with ongoing work routines and making assignments to other staff as necessary.
- Provides administrative support to special processes such as, but not limited to cross-functional committees, advisory boards, and special interest group meetings. Prepares forms, revisions, and final documents to support proceedings.

- Takes notes and transcribes proceedings, as required. Types (keyboards) from rough drafts or verbal instructions a variety of materials such as letters, memoranda, reports and statistical data. Independently composes original correspondence and forms on routine department matters.
- Prepares board agenda items, agreements, and contracts for services/facilities used by and/or provided by the division. Processes contract documents and sets up internal routines for monitoring performance.
- Schedules appointments and arranges meetings as directed. Prepares schedules and informs participants, confirming dates and times. May make hotel, conference, and travel reservations as directed.
- Prepares agreements and contracts for services used by and/or provided by the division. Processes contract documents for approval and distributes executed contracts. Monitors agreements and contracts for services.
- Performs special projects as assigned. Conducts research of libraries, business transactions, official proceedings, employee and student records, industry statistics, and trends, etc., to compile reports for administration or to regulatory or governing agencies.
- Receives, handles, and stores confidential, private, and sensitive information pertaining to the District and its employees and students.
- Assists the administrator with development of organizational unit budget proposals, maintaining communications with work sections on status and information needs.
- Maintains approved budgets, transaction records, and audit trails, including those for capital outlay, special projects, and grant-funded activities. Processes requisitions, claims, and requests for budget allocation changes and reassignments of funds to and from various accounts, coordinating with accounting staff to assure compliance. Prepares requisitions and claims for reimbursement.
- May attend Board and other meetings requiring recording of proceedings and/or recollections. May attend departmental meetings as a representative of the administrator.
- Trains, assigns, prioritizes and reviews work of other staff.
- Performs other duties as assigned that support the overall objective of the position.

## **QUALIFICATIONS**

**Knowledge and Skills:** Requires in-depth knowledge of office practices, procedures and equipment, including filing systems, receptionist and telephone techniques, and letter and report writing. Requires a working knowledge of the policies and procedures associated with education processes such as curriculum development, credentials, academic outcomes, and business. Requires a working knowledge of personal computer based software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, special applications used by the organization unit, and data entry onto custom databases. Requires skill at facilitating group problem-solving processes. Requires sufficient math skills to perform financial and statistical record keeping, including limited bookkeeping. Requires sufficient knowledge of proper English usage, grammar, spelling, and punctuation to prepare professional correspondence. Requires sufficient human relations skill to work productively and cooperatively with diverse teams, exercise patience when dealing with internal and external customers, and convey technical concepts.

**Abilities:** Requires the ability to independently perform all of the duties of the position. Requires the ability to accurately take and transcribe notes and/or meeting minutes/recollections. Must be able to learn, interpret, explain and apply knowledge of District and department organization, operations, programs, functions, special terminology used in the organization unit, and labor agreements to relieve a senior administrator of a variety of administrative details. Requires the ability to prepare spreadsheets, graphs and charts, and enter, import, and export data to and from databases. Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines. Requires the ability to communicate with staff, customers, and the public using patience and courtesy, and in a manner that reflects positively on the organization unit.

**Physical Abilities:** The position incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature. Requires ambulatory ability to sit for extended periods of time, to utilize microcomputers and peripheral equipment, accomplish other desktop work, and to move to various district locations. Requires the ability to use near vision to read printed materials. Requires auditory ability to carry on conversations in person and over the phone. Requires manual and finger dexterity to write, use a pointing device, and keyboard at an advanced rate (60 w.p.m.) on a sustained basis.

**Working Conditions:** Work is performed indoors where minimal safety considerations exist.

**Education and Experience:** The position typically requires knowledge equivalent to that of an Associates Degree; supplemented by four (4) years progressively responsible secretarial experience, including three (3) years in the equivalent capacity to an administrative secretary supporting curriculum or business services. Additional secretarial experience may substitute for some higher education.

**Licenses and Certificates:** Requires a valid driver's license.