

Executive Assistant

Definition

The Executive Assistant to the Superintendent shall advise, assist, and relieve the Superintendent of a variety of administrative details; oversee and manage a variety of complex, technical, and confidential secretarial duties requiring considerable knowledge and interpretation of District policies and procedures; plan, organize, prioritize, and professionally oversee the activities and functions in the office of the Superintendent and Board of Education; and perform other related duties as assigned.

Essential Duties and Responsibilities

- Assists in administrative operations for the Superintendent, utilizing independent judgment and current management techniques;
- Anticipates needs and initiates activity to resolve complex issues;
- Researches, compiles, and responds to various information on legal, legislative, and technical subjects;
- Verifies data for accuracy and completeness and composes narrative/statistical reports;
- Independently composes difficult and complex correspondence;
- Maintains communication with administrators and principals to keep their offices fully informed on Board of Education and Superintendent requests, actions, and policies to ensure proper follow-up;
- Assists the Superintendent in promoting effective and strong Board of Education/Superintendent relations and communications;
- Responds to emails, phone calls, and correspondence to the Superintendent daily by proactively delegating, drafting responses, and returning phone calls;
- Facilitates and assists Superintendent's communication with parents, community groups and leaders, and local government officials to build and strengthen relationships toward District and educational goals;
- Develops spreadsheets, databases, and electronic filing systems;
- Ensures Brown Act meetings comply with Brown Act regulations;
- Interprets and communicates Brown Act requirements to the Board, staff, and community as needed;
- Interprets and communicates Roberts Rules of Order prior, during, and after Board of Education meetings;
- Maintains, interprets, and provides information to others concerning office procedures, policies, handbooks, and directives;
- Prepares and maintains confidentiality of sensitive issues such as materials and assignments related to personnel, negotiations, students, and district policies;
- Plans, organizes, and prioritizes the activities and functions in the office of the Superintendent/Board of Education;
- Prepares, develops and maintains Superintendent's calendar, confidential files, official records, correspondence, and reports;

- Utilizes independent judgment and supervision techniques in situations requiring decision making on behalf of the Superintendent;
- Attends Board of Education meetings and supervises the preparation of the agenda materials and official minutes;
- Periodically reviews, assesses, and develops more efficient and effective office procedures, and establishes protocols across secretarial staff within each division/cabinet area;
- Provides leadership and direction to clerical support in the Superintendent's office as well as Administrative Secretaries in Cabinet level positions.

Training and Experience

- Five years of increasingly responsible secretarial experience in a public agency or a business, which includes current executive/administrative office management experience;
- Extensive, current public/client contact and service including experience supervising others;
- Any other combination of education and/or experience which could provide the required knowledge and abilities may be considered;
- School district secretarial experience preferred.

Knowledge of

- Office practices and equipment, including filing systems, receptionist and telephone techniques, letter and report writing, proofreading, and office equipment;
- Advanced English usage, spelling, grammar, and punctuation;
- Rules, regulations, laws, and policies governing the District;
- Advanced interpersonal skills using tact, patience, and courtesy;
- Advanced level of oral and written communication skills;
- Principles and practices of human relations, including essentials of communication, leadership, and training;
- Principles, practices, and theories in developing teams;
- District organization, operations, policies, and objectives;
- Effective research methods;
- Fundamentals of effective time management and business practices;
- Computers and advanced usage of professional office software applications;
- Business correspondence, agendas, minutes, record keeping and report preparation, and composition;
- Planning and preparation for conference and travel arrangements for Superintendent and the Board of Education;
- Planning and preparation for management workshops and training sessions.

Ability to

- Perform highly confidential, complex, responsible administrative duties independently, with confidence to relieve the Superintendent of routine administrative details;
- Plan and organize the work of the Superintendent's Office and maintain a high level of confidentiality;

- Establish and maintain a professional collaborative, family/friendly working environment;
- Develop professional office procedures for effective and efficient office operations;
- Remain calm and defuse emotional situations with clients;
- Read, interpret, apply, and explain rules, regulations, policies, and procedures;
- Assume responsibility and use good judgment;
- Compose difficult correspondence and other written materials independently;
- Meet the public in situations requiring tact, diplomacy, and discretion;
- Handle direct contact with public, district staff, students, and parents, without guidance from supervisor, in difficult interpersonal situations;
- Communicate effectively both orally and in writing;
- Establish and maintain cooperative and effective working relationships with others;
- Work cooperatively to support parent and teacher organizations;
- Anticipate and problem-solve situations accurately and adopt an effective course of action;
- Meet schedules, timelines, and tight deadlines;
- Work cooperatively with others as a team leader;
- Train, supervise, and evaluate personnel;
- Operate a computer and appropriate software for this position and other office equipment;
- Learn the Brown Act and the Roberts Rules of Order;
- Use internet to research policies, procedures, and other regulations regarding K-12/Adult education:
- Quickly analyze complex issues/situations and with confidence take appropriate action and/or corrective measures;
- Handle multiple tasks simultaneously with a high volume workload in a stressful environment;
- Effectively handle continuously changing priorities and interruptions;
- Type at a speed of 45 **55** words per minute from clear copy.