

CLASS TITLE: EXECUTIVE ASSISTANT II (CONFIDENTIAL)

WORK YEAR: 12 Months

VACATION: 27 Days

REPORTS TO: ASSISTANT SUPERINTENDENT

BASIC FUNCTION:

Under the direction of an Assistant Superintendent, Chief Academic Officer or Chief Business Officer of a major District function, perform advanced-level secretarial duties requiring independent judgment and analysis, prepare and process documents and information relating to collective bargaining activities; plan, organize and coordinate office activities and communications to relieve the Assistant Superintendent, Chief Academic Officer or Chief Business Officer of routine administrative and clerical details.

DISTINGUISHING CHARACTERISTICS:

The Executive Assistant series is used only for confidential classifications. The Executive Assistant II classification reports to an Assistant Superintendent, Chief Academic Officer or Chief Business Officer. The Executive Assistant I classification reports to a District-level classified or certificated Director and performs a broad range of administrative activities in support of a more complex function with substantial District-wide impact.

REPRESENTATIVE DUTIES:

- Serve as secretary to an Assistant Superintendent, Chief Academic Officer or Chief Business Officer; plan, organize and coordinate activities to relieve the administrator of routine clerical detail.
- Prepare and process documents and information relating to collective bargaining activities including employee relations and negotiations; maintain confidential and complex files regarding personnel hearing arbitrations and negotiations.
- Interview and screen callers and visitors, including students, teachers, administrators, parents, vendors and the public and provide information or direct to appropriate personnel; provide detailed and technical information concerning District policies, procedures and established regulations.
- Communicate with parents and District personnel on confidential or sensitive issues, screen incoming calls to gather and exchange information; coordinate communications between supervisor and other District staff and the public.
- Maintain a variety of complex personnel records, time sheets, evaluations, files and records, including confidential materials.

- Assure timely communications between office and District employees, make phone calls, to receive and transmit information; type memos, charts, bulletins, letters and notices; prepare Board agenda items and related materials as assigned; compose correspondence independently or prepare from rough draft.
- Type a variety of items including inter-office communications, requisitions, forms letters, special projects, legal documents and other materials; establish, modify and maintain filing systems.
- Compose correspondence independently.
- Compile and type various presentations, reports and statistical data.
- Order supplies and materials and prepare purchase orders; assure adequate forms and supplies to support office operations.
- Attend a variety of meetings; prepare and send out notices of meetings; collect and compile information for meetings, projects and workshops; prepare and distribute agendas and minutes.
- Compile data for budget; post and maintain budget and financial records of a variety of programs; monitor account balances and record expenditures.
- Receive, open and screen incoming mail and independently compose replies according to established procedures; follow-up on delayed responses as appropriate.
- Operate a variety of office equipment such as a computer, facsimile, copier, calculator, typewriter, and other office equipment as assigned.
- Arrange, coordinate and schedule meetings, conferences and appointments; maintain calendars; arrange for conference rooms and refreshments; arrange and schedule travel accommodations as necessary.
- Train and provide work direction to others as assigned.
- Take and transcribe dictation of letters, reports, bulletins, meetings and memoranda as required.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

- Modern office practices, procedures and equipment.
- Applicable sections of State Education Code and other applicable laws.
- District organization, operations, policies and objectives.

- Organization, rules, regulations and programs related to an assigned office or function.
- Operation of a computer terminal and data entry techniques.
- Software applications used by the District, including word processing and spreadsheets.
- Financial and statistical record-keeping techniques.
- Basic budget monitoring and control.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Letter and report writing and proofreading techniques.

ABILITY TO:

- Perform advanced-level secretarial duties requiring independent judgment and analysis.
- Prepare and process documents and information relating to collective bargaining activities.
- Work independently with little direction.
- Plan, organize and coordinate office activities and communications to relieve the Assistant Superintendent, Chief Academic Officer or Chief Business Officer of routine administrative and clerical details.
- Meet schedules and time lines.
- Type at 60 words net per minute from clear copy.
- Take dictation and transcribe accurately.
- Analyze situations accurately and adopt an effective course of action.
- Compose independently or from oral instructions letters, memos, bulletins or other material.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Maintain records and prepare reports.
- Communicate effectively both orally and in writing.
- Meet schedules and time lines.
- Add, subtract, multiply and divide quickly and accurately.
- Establish and maintain cooperative and effective working relationships with others.
- Learn District emergency and security protocol.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by course work in secretarial science or related field and three years of increasingly responsible secretarial experience.

WORKING CONDITIONS:

Office environment.

PHYSICAL ABILITIES:

- Dexterity of hands and fingers to operate a computer terminal and office equipment.
- Sitting for extended periods of time.
- Seeing to assure accurate and complete correspondence.
- Hearing and speaking to exchange of information in person or on the telephone.
- Pushing or pulling file cabinets.

HAZARDS:

Occasional contact with dissatisfied or abusive individuals.