

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: EXECUTIVE ASSISTANT

BASIC FUNCTION:

Under the direction of the Superintendent, perform a wide variety of highly responsible and confidential secretarial and administrative assistant duties to relieve the Superintendent of a variety of administrative details; coordinate flow of communications between officials, staff and the public; oversee the activities and operations of the Superintendent's office.

DISTINGUISHING CHARACTERISTICS:

The Executive Assistant classification serves as primary confidential secretary to the Superintendent. The Senior Executive Assistant classification provides highly responsible and confidential secretarial and administrative support duties to relieve the Superintendent and Board of Education of a variety of administrative detail.

ESSENTIAL FUNCTIONS:

Perform responsible duties as confidential secretary to the Superintendent, relieving the administrator of a variety of secretarial and administrative details; maintain confidentiality of sensitive and privileged information.

Coordinate flow of communications between officials, staff and the public; interpret and explain programs, policies, procedures and regulations; initiate and answer telephone calls; screen and route calls; respond to inquiries and provide information; retrieve and respond to messages as appropriate.

Compose correspondence independently or from oral instructions; type a variety of letters, reports, statistical data, agendas, memos, bulletins, lists, forms and other materials as directed; establish and maintain filing systems.

Prepare and maintain financial records related to the assignment; record expenditures; monitor and maintain assigned budgets.

Compile information and prepare and maintain a wide variety of data and reports according to established procedures and time lines; participate in special projects and research on behalf of the Superintendent; attend to administrative details on special matters as assigned.

Prepare and maintain a variety of records related to assigned activities; compile and duplicate related materials as needed.

Schedule various appointments and meetings; maintain and coordinate the Superintendent's calendar; make

travel arrangements for the Superintendent and others at conferences, workshops and meetings; secure airline transportation, hotel accommodations and other necessary items.

Attend a variety of meetings and record proceedings; coordinate preparation and distribution of agendas as assigned by the position; prepare and distribute minutes.

Train and provide work direction and guidance to clerical staff and student assistants as assigned by position; provide input on employee performance as requested.

Operate a variety of office equipment including a copier, fax machine, typewriter, and a computer and assigned software; drive a vehicle to conduct work.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Functions and operations of an administrative office.
- District organization, operations, policies and objectives.
- Applicable sections of the State Education Code and other applicable laws.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Financial and statistical record-keeping techniques.
- Research methods.
- Operation of a computer and assigned software.
- Interpersonal skills using tact, patience and courtesy.
- Principles of training and providing work direction.
- Methods of collecting and organizing data and information.
- Business letter and report writing techniques.
- Telephone techniques and etiquette.
- Budgeting practices regarding monitoring and control.
- Modern office practices, procedures and equipment.
- Public relations techniques.
- Mathematical computations.

ABILITY TO:

- Perform a wide variety of highly responsible and confidential secretarial and administrative assistant duties to relieve the Superintendent of a variety of administrative details.
- Coordinate flow of communications between officials, staff and the public.
- Organize complex material and summarize discussions and actions taken in report form.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Interpret, apply and explain applicable laws, codes, rules, regulations, policies and procedures.

Type at a minimum of 35 words per minute from clear copy.
Take and transcribe dictation at an acceptable rate of speed.
Maintain financial and statistical records.
Compile and verify data and prepare reports.
Understand and resolve issues, complaints or problems.
Complete work with many interruptions.
Compose correspondence and written materials independently or from oral instructions.
Establish and maintain a variety of filing systems.
Operate a variety of office equipment including a computer and assigned software.
Prioritize and schedule work.
Plan and organize work.
Analyze situations accurately and adopt an effective course of action.
Train and provide work direction to others.
Work independently with little direction.
Make mathematic calculations with speed and accuracy.
Work confidentially with discretion.
Maintain consistent, punctual and regular attendance.
Move hands and fingers to operate a computer keyboard.
Hear and speak to exchange information in person or on the telephone.
Sit for extended periods of time.
See to read a variety of materials.
Bend at the waist, kneel or crouch to file materials.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: graduation from high school supplemented by college-level course work in business, secretarial science or a related field and five years of secretarial and administrative assistant experience involving frequent public contact.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.
Driving a vehicle to conduct work.