

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: SENIOR EXECUTIVE ASSISTANT

BASIC FUNCTION:

Under the direction of the Superintendent and Board of Education, perform highly responsible and confidential secretarial and administrative support duties to relieve the Superintendent and Board of Education of a variety of administrative detail; coordinate flow of communications between officials, staff and the public.

DISTINGUISHING CHARACTERISTICS:

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. The Executive Assistant classification serves as primary confidential secretary to the Superintendent.

ESSENTIAL FUNCTIONS:

Perform highly responsible duties as confidential administrative assistant to the Board of Education, relieving the Superintendent and Board members of a variety of secretarial and administrative details; maintain confidentiality of issues related to negotiations, District actions, personnel and students.

Attend Board meetings and perform various secretarial and administrative support duties for the Board, including coordination and preparation of agendas, calendars, time lines and supporting materials with departments; prepare and distribute minutes; maintain files of official minutes, resolutions and appropriate attachments; perform Board meeting follow-up duties.

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; prepare contracts for various officials; establish and maintain filing systems.

Compile information and prepare and maintain a wide variety of data and reports according to established procedures and time lines; review and check documents for completeness and accuracy and conformance with applicable rules, regulations and procedural requirements; review and proofread suggested policies and submit modifications to the Board for approval.

Develop and oversee budgets of the Superintendent's Office and the Board of Education; arrange for

budget transfers as necessary; monitor expenditures.

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

Prepare and maintain a variety of complex records, lists and files including confidential materials; assure confidentiality of information and records; compile and duplicate materials and documents.

Schedule various appointments, meetings and special events; maintain and coordinate assigned schedules and calendars.

Train and provide work direction and guidance to clerical staff as assigned by position; provide input on employee performance as requested; assist with coordinating and preparing evaluations as directed.

Operate a variety of office equipment including a copier, fax machine, typewriter, and a computer and assigned software.

Participate in Board election activities; prepare election documents.

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.
- Applicable laws, rules and regulations related to assigned activities.
- Office management techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- 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 responsible and confidential secretarial and administrative support duties to relieve the Board and Superintendent of a variety of administrative detail.

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 records and prepare reports.

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.

Work confidentially with discretion.

Take minutes at meetings.

Make mathematic calculations with speed and accuracy.

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 six years of secretarial and administrative assistant experience involving frequent public contact.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.