



<b>Position Title</b>	Executive Assistant II	<b>Department</b>	Superintendent's Office
<b>Direct Report</b>	Superintendent	<b>Approval/Revision Date</b>	11/15/2022
<b>Classification</b>	Confidential	<b>Pay Type</b>	Salary Schedule

<b>Job Summary/Definition</b>
<p>The Executive Assistant II acts as the administrative and confidential secretary to the Board of Education and to the Superintendent. The Executive Assistant II serves to schedule, initiate and provide correspondence and other clerical support and communication for and on behalf of the Superintendent and Board, including those of an important or sensitive nature. The Executive Assistant II anticipates and originates actions for meetings and provides necessary follow-up. The Executive Assistant II is responsible to the Superintendent for the supervision and coordination of functions, activities, clerical work and records of the Superintendent's office. The Executive Assistant II assists with the planning, organization, and execution of District-wide events. This position will serve in a leadership role with school site secretaries and confidential secretaries and will serve as the Superintendent's designee in handling matters related to staff and community relations as directed by the Superintendent. The Executive Assistant II will serve as a liaison between the Superintendent and state agencies, organizations, legislative staff and District Management Team and community.</p>

<b>Examples of Duties/Responsibilities</b>
<ol style="list-style-type: none"> <li>1. Perform highly responsible duties as the primary and confidential secretary to the Superintendent and the Board; plan, coordinate and organize office and department activities and flow of communications; maintain confidentiality of privileged and sensitive information</li> <li>2. Receive, screen and route telephone calls; greet and assist visitors; refer callers or visitors to appropriate staff members; take and relay messages; respond to requests, complaints and questions from officials, staff and the public, representing the Superintendent and the Governing Board by phone and written communication; interpret policies and regulations to officials, staff and the public</li> <li>3. Compose correspondence independently on a variety of matters including those of a confidential nature; compile and type various letters, forms, reports, contracts, packets, statistical data, memoranda, bulletins, newsletters, notices, vouchers, lists and other materials as directed; prepare, format, edit, proofread and revise written materials</li> <li>4. Coordinate and schedule various appointments and meetings; make travel arrangements; reserve facilities; prepare and assure proper completion of reimbursement forms; maintain and coordinate the Superintendent and Governing Board's calendar; prepare and disseminate calendar of events; coordinate and arrange special events and activities for the Superintendent and Governing Board</li> <li>5. Receive, sort and route incoming correspondence; review and determine priority of incoming mail; compose replies independently or from oral direction; prepare notices, packets and informational materials for mailing</li> <li>6. Attend a variety of meetings; prepare related notices, reports, presentations and agendas; record and transcribe minutes; prepare and distribute minutes, update records, statements, documents and reports to appropriate personnel</li> <li>7. Research and compile a variety of information; compute statistical information for various federal, State and local reports; process and evaluate a variety of forms and applications related to assigned functions; duplicate materials as necessary</li> <li>8. Input a wide variety of data into an assigned computer system; maintain automated files and records; create queries and generate a variety of computerized lists and reports; assure timely distribution and receipt of a variety of records and reports; assure accuracy of input and output data</li> <li>9. Maintain designated budgets and assure assigned accounts are accurate and expenditures are within federal or State requirements; collect and account for fees; initiate budget transfers as directed</li> </ol>



10. Prepare and maintain a variety of complex lists and records related to student information, personnel, financial activity and assigned duties, including those of a confidential nature; establish and maintain filing systems
11. Perform special projects and prepare various forms and reports on behalf of the Superintendent and Governing Board; attend to administrative details on special matters as assigned; perform varied duties related to the Superintendent and Governing Board's area of responsibility and assigned programs
12. Operate and maintain a variety of office equipment, computer and assigned software; arrange for equipment repairs as needed
13. Communicate with other departments, administrators, and outside agencies to coordinate activities, exchange information and resolve issues or concerns
14. Prepare, type and process requisitions according to established guidelines; order, receive and maintain inventory of supplies and equipment in accordance with established guidelines
15. Obtain and provide information, records and materials to staff and the public where judgment, knowledge and interpretation of policies and regulations and organizational functions and programs are required; verify information for staff and outside agencies as requested
16. Develop and implement office procedures to assure complete and timely operations
17. Train and provide work direction and guidance to assigned personnel as directed

## Qualifications Guide

### Knowledge of:

- Functions and secretarial operations of an administrative office
- Organizational operations, policies and objectives
- Applicable laws, codes, regulations, policies and procedures
- Modern office practices, procedures and equipment
- Record-keeping techniques
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Budgeting practices regarding monitoring and control
- Methods of collecting and organizing data and information
- Business letter and report writing, editing and proofreading
- Basic public relations techniques
- Operation of a computer and assigned software

### Ability to:

- Perform highly responsible and confidential secretarial and administrative assistant duties to relieve the Superintendent and the Board of a variety of administrative details
- Interpret, apply and explain laws, codes, rules, regulations, policies and procedures
- Plan, coordinate and organize office activities and flow of communications and information for the Superintendent and Governing Board
- Organize complex material and summarize discussions and actions taken in report form
- Compile and prepare comprehensive reports concerning a broad spectrum of subject matter
- Compose effective correspondence independently
- Maintain a variety of complex and confidential files and records
- Assure efficient and timely completion of office and program projects and activities
- Understand and resolve issues, complaints or problems
- Type or input data at 50 words per minute from clear copy or input at an acceptable rate of speed
- Operate a variety of office equipment including a computer and assigned software
- Establish and maintain cooperative and effective working relationships with others



- Analyze situations accurately and adopt an effective course of action
- Plan and organize work
- Meet schedules and timelines
- Prioritize and schedule work
- Work independently with little direction
- Work confidentially with discretion
- Communicate effectively both orally and in writing

### Training/Education and Experience

Any combination equivalent to: graduation from high school or equivalent supplemented by college-level course work in secretarial, business office or related field and five years of increasingly responsible secretarial experience including two years in a school district administrative office.

### Licenses:

Valid California driver's license  
 Maintain qualification for automobile insurance coverage  
 Driving a vehicle to conduct work

### Working Conditions/Physical Requirements:

#### WORKING CONDITIONS:

- Office environment
- Constant interruptions

#### PHYSICAL DEMANDS:

- Hearing and speaking to exchange information in person or on the telephone
- Dexterity of hands and fingers to operate a computer key
- Seeing to read a variety of materials
- Sitting or standing for extended periods of time
- Bending the waist, kneeling or crouching to file materials
- Reaching overhead, above the shoulders and horizontally
- Regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds
- Operate vehicle to travel independently on short notice to other district or community locations to conduct work

<b>Board Adopted:</b>	November 15, 2022
<b>Revised:</b>	