



EXECUTIVE ASSISTANT

Classification: Executive Assistant

Location: District Office

Reports to: District Administrator

FLSA Status: Non-Exempt

Bargaining Unit: EAEOP

This is a standard position description to be used for positions with similar duties, responsibilities, classification and compensation. Employees assigned to the position description may or may not perform all of the essential functions indicated in this position description.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary

This position provides secretarial and office management support for a major department which is headed by an administrator who is generally part of the superintendent's senior leadership team and for which the position is not otherwise an exempt confidential position. Serves as a senior secretary/administrative assistant responsible for supporting the department administrator and, as appropriate, providing administrative leadership to the department staff. May exercise leadership authority over a given project requiring direction and coordination under the supervision of the administrator.

Part II: Supervision and Controls over the Work

Incumbent works under the supervision of a senior administrator. Work is controlled and/or guided by state statute and state administrative code, professional practice, school and district policies and procedures, and directions and expectations as established by the administrator. As the executive assistant, the incumbent is expected to have excellent knowledge of all office and administrative procedures, and expertise in the use of all office technology.

Part III: Major Duties and Responsibilities

1. Administrative Support. Provides administrative and secretarial support to the senior administrator and serves as the administrative/office manager. The incumbent is expected to have an excellent knowledge of the entire district as well as knowledge of key stakeholders and groups external to the district. Exercises considerable judgment in interpersonal communications with and between the senior administrator and his/her contacts throughout the district and external to the district. Contacts frequently involve sensitive matters requiring sound judgment and political sensitivity to assure that necessary information is shared while not compromising other information or the situation.
2. The executive assistant is called upon to conduct substantive and critical research on behalf of the senior administrator. Gathering of data requires a high level of understanding of the

issues, provides initiative and creativity in locating sources and gathering content. The administrative assistant exercises analytical skills in compiling, organizing, and presenting the research results and assuring adequacy and accuracy of information as well as its comprehension. Research material is commonly critical to the senior administrator's planning and decision making and is relied upon to meet a high standard of reliability.

3. The executive assistant may exercise responsibility for management of projects requiring administrative, coordination, communication, and tracking and reporting skills. For such assignments, the administrative assistant may conduct such activities as project planning, project coordination, project advertising, assisting or leading grant and funding development, coordination and communication with external organizations and partners, tracking and monitoring key milestones, developing and/or tracking performance indicators, developing project evaluation materials and documentation, and project reporting.
4. Maintains appointment calendar to include scheduling and conflict resolution; schedules meetings; formats and initiates correspondence, staff evaluations, forms, memoranda, and reports from handwritten or computer drafts and distributes materials. At the discretion of the office administrator, may type and distribute staff bulletins and newsletters; may schedule staff meetings and record and transcribe meeting minutes. Assists in providing secretarial support to staff and prepares business communications. Makes travel arrangements and prepares and submits all required paperwork. Maintains confidential records, evaluations, emergency procedures and information, and records and files for staff. May have regular authorization to sign designated forms for the administrator(s). As requested or assigned, initiates and/or prepares or provides guidance in the preparation and distribution of personnel documents and actions, and personnel related documents such as injury reports. Follows through to assure personnel and related transactions are processed and inform administrator of status of the action.
5. Office Management. Greets visitors entering the office and provides direction, guidance, and direct assistance on routine matters and personal areas of responsibility. Answers telephone and responds to inquiries; screens telephone calls; or redirects call based on knowledge of the office and the district. Routes, distributes and, as appropriate, redirects mail to staff. Manages office budget, office supplies, and office equipment. Assists staff in the use of equipment and in appropriate office and administrative procedures. Takes the initiative to identify repair and maintenance needs and initiates and tracks repair and maintenance work orders to completion. Maintains calendar of events, recurring actions, deadlines, and report dates, reminding staff of activities and dates as necessary. Establishes and/or implements office processes and procedures and, as appropriate, provides direction to office staff and makes arrangements for coverage during absences, breaks, lunch, and other situations. May train and supervise office support staff. Maintains staff time and attendance and leave records. Prepares payroll forms; arranges for substitutes when needed. Assures substitutes are aware of expectations, follow procedures and assists and supports as necessary.
6. Support of Office Work and Productivity. Prepares, develops, and maintains documents, data and information in direct support of the functions, responsibilities, and staff of the office. Includes supporting materials, reports, records, background information, files, and records of subject matter material.

7. **Records and Files.** Establishes, maintains, distributes and archives office records consistent with state and district policies and procedures. Retrieves records when necessary. Coordinates with the human resources department and prepares records in response to public and other appropriate records requests. Maintains on-line data and records as required. Takes the initiative to implement and/or develop and maintain necessary forms to respond to the needs of the office.
8. **Office Budget and Administration.** Sets up and maintains office budget, expenditures, and related records such as purchasing, travel, and credit card use. Tracks budget and expenditures from multiple sources to include general fund, grant funds, ESD flow through funds, etc. Processes fiscal transactions consistent with administrator approval and direction. Assures proper signature approval of expenditures. Prepares budget and fund reports as required. Participates in audit of funds as appropriate. Assures proper documentation and filing of expenditures and reports.
9. **Office Inventory.** Maintains office inventory records and supply orders, prepares requisitions, checks in supplies and materials, and arranges for purchase order payment. Collects, assembles, and maintains documentation on office production and workload data as required.
10. **Special Projects.** Undertakes a variety of special projects related to the specific work of the office/department. Special project work includes tracking initiatives, collecting data and reports, preparing schedules and timelines, coordinating and recording meetings, maintaining reports on action follow-up, coordinating with external parties as assigned, and establishing files and documentation. May draft correspondence concerning special projects.
11. **Conducts Research and Prepares Reports and Background Information.** At the request of the office administrator, gathers background information and material; conducts preliminary record, hard copy, or on-line research to gather data and information required by the office administrator. Prepares the data in usable form to include assembled documents, spread sheets, data bases, summary documents, etc.

Performs other duties as assigned.

Part IV: Minimum Qualifications

1. Must have experience working or interacting successfully with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. Completion of a post-secondary degree preferably in a business-related field. At the discretion of the district, highly related and comparable experience in excess of that required below may be substituted for all or part of the two years of college/university education.
3. Five years of progressively responsible office experience involving independence of action and decision-making responsibilities. For positions involving fiscal and/or bookkeeping responsibilities, the experience must include accounting and bookkeeping procedures. Related education above the high school level may be substituted for experience at the district's discretion.

4. Must possess advanced secretarial, administrative, and clerical skills including typing and filing, and must possess knowledge of basic office equipment and technology, keyboarding skills of at least 50 words per minute, and skill in the use of office software for documents, spread sheets, presentations, and, as appropriate, databases.
5. Strong technology, mathematical, and analytical skills and the ability to develop written communications to effectively and efficiently communicate complex information.
6. Knowledge of general secretarial procedures including excellent grammar and proofing skills, and the ability to maintain accurate and reliable records and data.
7. Ability to work effectively in an environment with frequent interruptions requiring the ability to concentrate and consistently produce accurate work while responding to interruptions and changing priorities.
8. Ability to interact with students, parents, staff, and community members personally, telephonically, and through electronic communications, in a warm and confident manner.
9. Initiative and ability to work with minimal direction; sound judgment and decision making capabilities are essential.
10. Ability to maintain confidentiality in all matters.
11. Demonstrate sensitivity to the cultural, ethnic, gender, and religious diversity of students, staff, parents, and community.

Part V: Desired Qualifications

1. Bilingual skills

Part VI: Physical and Environmental Requirements of the Position

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear and speak. Employee may be required to perform extensive work at a computer display terminal. The employee must occasionally lift and/or move 25 to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Employee may be required to interact with clients, customers, and staff who are emotionally upset, angry or distraught. In such interactions, employee must be able to maintain control, decorum and professionalism.