



## EXECUTIVE COORDINATOR I

Position Title: Executive Coordinator I

Employee Group: Non-Represented

Location: Assigned Department

FLSA Status: Non-Exempt

Reports to: Executive Director/Regional Superintendent/Assistant Superintendent HR

This is a standard position description for positions with similar duties, responsibilities, classification, and compensation. Employees assigned to this position may or may not perform all the essential functions indicated in this position description. This job description does not constitute an employment agreement between the district and the employee and is subject to change as the district's needs and job requirements change.

### **Part I: Position Summary**

This position serves as executive assistant I to the regional superintendent and/or executive director. This position provides administrative, secretarial, and office management support for a major department headed by an administrator who is part of the superintendent's senior leadership team. The position may also be confidential depending on the specific performance of confidential duties associated with collective bargaining, as indicated in the major duties and responsibilities. Incumbent serves as Executive Coordinator I, responsible for supporting the Regional Superintendent/Executive Director/Assistant Superintendent of Human Resources, and, as appropriate, providing leadership to administrative and clerical support staff. Incumbents may exercise coordinating and leadership authority over a project requiring administrative coordination, supervision, and coordination.

### **Part II: Supervision and Controls over the Work**

Works under the supervision of a regional superintendent/executive director. Work is controlled and/or guided by professional practice, school and district policies and procedures, and directions and expectations established by the Regional Superintendent/Executive Director/Assistant Superintendent of Human Resources. As Executive Coordinator 1, the incumbent is expected to have excellent knowledge of all office and administrative procedures and expertise in using all office technology.

### **Part III: Major Duties and Responsibilities**

Duties may include, but are not limited to:

1. Administrative and secretarial support: Provides administrative and secretarial support to and serves as the executive coordinator/administrative assistant/office manager with responsibility for managing the administrative affairs of the office. Due to the level of the administrator supported, the incumbent is expected to have an excellent knowledge of the entire district, an understanding of office and department interrelationships, and knowledge of key stakeholders and groups external to the district. Exercises considerable judgment in interpersonal communications with and between the executive and their contacts throughout and external to the district. Contacts frequently involve sensitive matters requiring sound judgment and political sensitivity to ensure that necessary information is shared without compromising other information or the situation.
2. Maintains appointment calendar to include scheduling and conflict resolution; schedules meetings; formats and keyboards correspondence, staff evaluations, forms, memoranda, and reports from handwritten drafts, dictation, duplicates, or computer drafts, and distributes materials. At the discretion of the office administrator, staff bulletins and newsletters may be

typed and distributed; staff meetings may be scheduled, and meeting minutes may be recorded and transcribed. Assists in providing administrative/secretarial support to staff and prepares business communications. Make travel arrangements and prepare and submit all required paperwork. Maintains confidential records, evaluations, emergency procedures, information, and files for staff. May have regular authorization to sign designated forms for the Regional Superintendent/Administrator(s). As requested, initiates and/or prepares or provides guidance in the preparation and distributes personnel documents and actions, as well as personnel-related documents such as injury reports, on behalf of the administrator. Follows through to assure the personnel and related transactions are processed and to maintain awareness of and inform the administrator of the status of the action.

3. **Research and background materials:** The Executive Coordinator I performs special projects on behalf of the regional superintendent and is called upon to conduct substantive and critical research for the regional superintendent/senior administrator. Data gathering requires a high level of understanding of the issue, initiative, and creativity in locating sources and gathering content. The Executive Coordinator I exercises analytical skills in compiling, organizing, and presenting the research results, assuring their adequacy, accuracy, and comprehension. Research material is commonly critical to the regional superintendent/senior administrator's planning and decision making and is relied upon to meet a high reliability standard.
4. **Project administration:** 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, maintaining budget and cost reports, processing purchase orders, 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.
5. **Confidential support:** If the incumbent's supervisor is actively involved in the collective bargaining process, he/she may rely upon the incumbent to prepare, provide input to, collect data, or otherwise have access to and protection of knowledge of sensitive collective bargaining materials and information.
6. **Office Management:** Greets visitors entering the office and provides direction, guidance, and assistance on routine matters and personal areas of responsibility. Answers telephone and responds to inquiries; screens telephone calls; or redirects calls based on knowledge of the office and the district. Gain an understanding of the client's inquiry and secure an answer or make a referral for the answer to minimize disruption of the regional superintendent/supervisor. Receives, routes, distributes, and, as appropriate, redirects mail to staff. Manages office budget, office supplies, and office equipment. Assist staff in using equipment and using appropriate office and administrative procedures. Take the initiative to identify repair and maintenance needs and submit, track, and follow through on repair and maintenance orders. Maintains a calendar of events, recurring actions, deadlines, and report dates, reminding staff of activities and dates as necessary. Establishes and implements office processes and procedures and, as appropriate, provides direction to office staff and plans 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. Ensure substitutes know expectations and procedures, and assist and support them as necessary.
7. **Support for office work and productivity:** Prepares, develops, and maintains documents, data, and information to directly support the office's functions, responsibilities, and staff.

This includes supporting materials, reports, background information, files, and subject matter records.

8. 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 resource office and prepares records responding to public and other appropriate requests. Maintains online data and documents as required. Takes the initiative to implement and/or develop and maintain necessary forms to respond to the office's needs.
9. Office budget and administration: Sets up and maintains office budget and expenditures, as well as related records such as purchasing, travel, and procurement card use. Tracks budget and expenses from multiple sources, including general funds, grant funds, district flow-through funds, etc. Processes fiscal transactions consistent with regional superintendent/administrator approval and direction. Ensures proper signature approval of expenditures. Prepares budget and fund reports as required. Participates in the audit of funds as appropriate. Ensures proper documentation and filing of expenses and reports.
10. 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.
11. Executive Coordinator 1s for the Regional Superintendents participate in and/or lead the planning and/or scheduling of special events and district gatherings. Required to support district/board work outside of the regular workday.

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. Associate's degree or equivalent, preferably in a business-related field. At the district's discretion, the highly related and comparable experience above that is 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 know basic office equipment and technology, keyboarding skills of at least 60 words per minute, and skill in the use of office software for documents, spread sheets, presentations, and, as appropriate, data bases.
5. Strong technology, mathematical, and analytical skills, and the ability to develop written communications that effectively and efficiently relate to substantive and complex data.
6. Knowledge of general secretarial procedures, including excellent grammar and proofing skills, and the ability to maintain accurate and reliable records and data.

7. The 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. The ability to interact with students, parents, staff, community members, business members, political office representatives, and consultants, personally, telephonically, and through electronic communications, warmly and confidently. Ability to establish and apply appropriate protocols for such interactions.
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 and bicultural skills.
2. Experience in a public-school environment.

**Part VI: Physical and Environmental Requirements of the Position**

The physical demands and work environment described here are representative of those that an employee must meet to successfully perform the essential functions of this job.

Reasonable accommodation 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. The 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.

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