



EXECUTIVE ASSISTANT

Classification Summary

Provide high-level complex confidential administrative support to Directors by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. The ability to interact with staff (at all levels) in a fast paced environment, sometimes under pressure, remaining flexible, proactive, resourceful and efficient, with a high level of professionalism and confidentiality is crucial to this role. Expert level written and verbal communication skills, strong decision making ability and attention to detail are equally important. Incumbent must be exceedingly well organized, flexible and enjoy the administrative challenges of supporting an administrative unit/office of diverse people and programs.

Supervisory Relationships

Reports to and works under the general direction and guidance of Directors.

Essential Functions

1. Open and distribute incoming correspondence, including faxes and emails. Read and analyze incoming correspondence and reports to determine their significance and plan their distribution. Review and summarize miscellaneous reports and other documents; prepare background documents and outgoing mail as necessary.
2. Prepare responses to correspondence containing routine inquiries, proof read and edit all outgoing correspondence. File and retrieve documents, records, and reports.
3. Greet visitors and determine whether they should be given access to specific individuals
4. Oversees targeted projects and researches data for completion of state and federally mandated reports.
5. Heavy calendar management, requiring interaction with both internal and external stakeholders to coordinate a variety of complex and regular meetings (including travel arrangements).
6. Oversees logistics and communication of bi-monthly administrative meetings, professional development, trainings and other public meetings as required (Teaching & Learning).
7. Develops agendas and minutes and ensures all required materials are distributed to respective stakeholders within established timeline.
8. Assist supervisor with preparation of presentation materials.
9. Develop and administer effective data-tracking and statistical information systems in order to produce reports for schools (Teaching & Learning).
10. Access student data, employee confidential information, and other sensitive data that will not be accessible to other employees in the department.
11. Ensure compliance with and apply retention guidelines as specified in OAR's Division 400 (Teaching & Learning).
12. As requested, research and provide information to immediate supervisor on issues related to collective bargaining agreements as they relate to school administration. This position does not provide contract interpretation; rather, researches labor contracts and provide information to immediate supervisor.
13. Collects and tracks principal and department employees' yearly goals, instructional intervention spending plans, school improvement plans and performance evaluation (Teaching & Learning).
14. Responsible for department's on-line communications system design and maintenance (e.g. wiki).
15. Assist with the preparation of department's budget and monitor same throughout the year. Monitor expenditures, prepare and analyze expenditure forecasts.

16. Arrange travel schedule and reservations for executive management as needed.
17. Contributes to the accomplishment of District wide Human Resources practices and objectives that will provide an employee-oriented, high performance culture that emphasizes empowerment, quality, productivity, high standards and goal attainment.

Required Knowledge, Skills and Abilities

1. Demonstrated knowledge of office management principles, practices and systems.
2. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
3. Ability to write, edit and compose routine and sometimes complex correspondence. Ability to transcribe from recorded messages and direction.
4. Requires strong computer and internet research skills. Demonstrated skills in typing and the use of desktop computers and various office software.
5. Flexibility, excellent interpersonal skills, project coordination experience, and the ability to work well with all levels of internal and external stakeholders (e.g. staff, parents, students, and the general public) is required.
6. Sensitivity to handling confidential matters is required.
7. Ability to work accurately in fast-paced environment, under tight work time lines.
8. Analytical skills and abilities in conducting administrative research and interpreting/communicating program policies, requirements and procedures.
9. Knowledge of District policies and procedures.
10. Ability to anticipate organizational needs, and work independently without direct supervision.
11. Ability to perform work with only general direction and a statement of objectives. Ability to work independently with multiple interruptions throughout the day.

Minimum Qualifications Summary

This position requires strong writing and computer skills and ability to handle confidential information.

Experience

- Considerable and progressively responsible office/secretarial experience, which includes at least two (2) years of executive-level support experience.
- Demonstrated experience working in a multicultural and diverse work environment.

Education

- Bachelors Degree in Business, Human Resources, Education, or related subject

Preferred Qualifications

- Training or experience in office management preferred.
- Bilingual Spanish/English language skills desirable.

Any combination of experience and training that would likely provide the required knowledge and skill may be considered qualifying as determined by Human Resources.

Work Environment

Incumbents work in a fast-paced office environment and may be required to work overtime and weekends as needed.

ADDITIONAL INFORMATION	
Employee Unit	4J Association (4JA) - Professional
Pay Grade	Grade 2
Work Year	12 Months
Approved by	Dr. Celia Feres-Johnson – <i>Director of Human Resources</i>
Last revised	1/18/2012; 7/27/2011