



Position Summary

This position provides high-level, confidential administrative support to the Superintendent. Duties include clerical, administrative, project-based, scheduling, arranging meetings, handling information requests, preparing reports and correspondence and liaising with board members. Prior to meetings, the executive assistant may prepare the meeting agenda and provide needed background information to the Superintendent. This position is often privy to confidential information and as such, requires diplomacy and discretion. The executive assistant also provides general administrative and clerical tasks such as answering phones, faxing, mailing, filing and photocopying and is required to arrange logistics for visitors, coordinate conference calls, transcribe notes and type correspondence and reports. This position interacts with the board of directors. Duties include scheduling board meetings, handling logistics of board meetings, sending materials for review prior to the meetings, taking and distributing notes and fielding general queries from board members. Manage the administrative operation of the office and supervise support staff. Serves as coordinator for central office building support issues.

Supervisory Relationships

The position reports directly to the Superintendent of schools. May supervise other support staff.

Essential Functions

- Preparation of official records and agendas for School Board meetings; scheduling and coordinating meeting arrangements; may be required to attend Board meetings
- Facilitate the flow of information to and from the Superintendent's office;
- Communicate and interact with Board members, staff, parents, and the general public.
- Develop and maintain record management systems for a variety of documents and apply retention guidelines.
- Develop and maintain effective information tracking systems.
- Develop and maintain statistical and other reports.
- Provide support in the area of labor relations and collective bargaining.
- Perform budget administration duties, including monitoring expenditures and preparing analysis and expenditure forecasts.
- Participate in policy and procedure development and maintenance; coordinate policy updates.
- Develop responses and compose letters for review and signature of the Superintendent.
- Maintain calendars and coordinate schedules; keep Superintendent and Board of Directors apprised of time-sensitive issues.
- Provide a variety of other executive support duties to the Superintendent and the Board of Directors.
- Responsible for system design and information requirements for new systems and leadership in their development, implementation, and maintenance.

Required Knowledge, Skills and Abilities

- Skill in managing the administrative operations of a fast-paced office and supervise support staff.
- Ability to serve as coordinator for central office building support issues.



EXECUTIVE ASSISTANT TO THE SUPERINTENDENT AND SCHOOL BOARD

- Personal attributes such as discretion, a high level of professionalism, strong attention to detail, organization and written and verbal communication skills are also a requirement.
- Demonstrated knowledge of office management principles, practices, and systems.
- Knowledge of budget processes and ability to analyze operational needs.
- Knowledge of record systems and the application of retention requirements.
- Demonstrated knowledge of English grammar, spelling, and composition.
- Exceptional and professional writing ability.
- Excellent interpersonal communication skills and ability to deal professionally, tactfully and courteously with Board members, staff, and the general public.
- Ability to establish, and maintain effective and cooperative working relationships with diverse clients and groups, including people with different cultural and ethnic backgrounds and values. Ability to understand and accept different perspectives.
- Ability to supervise clerical staff and student workers and to appropriately delegate responsibility, assign work, and monitor the quality of work performed by others.
- Ability to coordinate multiple concurrent projects and activities with staff while considering timelines.
- Ability to write, compose, and edit routine and complex correspondence.
- Excellent skills in the use of office software, including Word, Excel, and PowerPoint.
- Ability to transcribe from recorded messages and dictation.
- Ability to understand administrative policies and processes. Ability to attain knowledge of District policies and procedures within a short period of time.
- Ability to interpret and communicate program policies, requirements, and procedures.
- Ability to work independently with only general direction and statement of objectives.
- Ability to maintain confidentiality of information and exercise good judgment.
- Ability to work accurately in a fast-paced environment under tight deadlines and effectively manage multiple projects and requirements.

Minimum Qualifications Summary

This position requires strong writing and computer skills, the ability to handle confidential information and to multitask. Evidence of a strong writing sample must be provided at the time of application. A computerized skills and abilities test will be administered for finalists as part of the screening process.

Experience

- Considerable and progressively responsible secretarial experience, which includes at least three (3) years of executive-level support experience.
- Demonstrated experience working in a multicultural and diverse work environment.

Education

- Graduation from a senior high school or equivalent and at least two (2) years of post-secondary education.

Preferred Qualifications

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



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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 4
Work Year	12 Months
Approved by	Dr. Celia Feres-Johnson – <i>Director of Human Resources</i>
Last revised	7/27/2011