
Position:	Executive Assistant to the Superintendent	FLSA:	Exempt
Department/Site:	Office of the Superintendent	Salary Grade:	37
Reports to/Evaluated by:	Superintendent	Salary Schedule:	Classified Mgmt.

SUMMARY

Supervises and performs a wide variety of advanced, complex, confidential, and technologically oriented administrative duties for the Superintendent and Governing Board. Manages and supervises all clerical personnel assigned to the Superintendent’s Office.

DISTINGUISHING CAREER FEATURES

The position coordinates, oversees, and performs the most complex, difficult, and highly visible office management duties. Incumbent is expected to work independently and apply specialized or technical knowledge of various facets of the District to work in situations that are varied and unique. Focus is on the advanced application of specialized and technical knowledge or skills, such as research, fact-finding, and outreach to interest groups. Incumbent exercises considerable independence of action in routing administrative and Governing Board matters, preparing reports and correspondence, handling complaints from parents and the community and other matters of similar complexity. Work often involves handling a broad scope of proprietary and confidential information. Incumbent exercises supervision over and trains clerical or secretarial employees assigned to the Office of the Superintendent.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintains the Superintendent’s calendar. Ensures the Superintendent has all necessary materials and/or information for meetings and events.
- Reviews all mail directed to the Superintendent and Governing Board. Determines actions required and processes accordingly.
- Responds to parent and/or community concerns. Works with the schools and departments to solve concerns of parents and community that have been directed to the Superintendent.
- Schedules regular meetings for the Superintendent with the Governing Board and various employee groups. Coordinates closure on all issues and/or concerns arising from these meetings.
- Arranges executive-level staff meetings. Schedules meetings, informs participants, and confirms dates and times. Attends meetings as requested by the Superintendent and records, transcribes, and distributes minutes as directed.
- Organizes, supervises, and staffs the District Office reception desk. Assures coverage during normal business hours and by special requests. Trains and monitors the performance of staff.
- Refers media requests to the Communications Department. May respond to routine media requests.

- Maintains contact with the Governing Board, employee groups, professional organizations, legal counsel, media and government on behalf of the Superintendent as directed.
- Researches material through various resources for information to support the Superintendent's actions in the development of policies, budgets, external reports, and Governing Board requests.
- Drafts correspondence for the Superintendent and Governing Board on a variety of matters. Compiles and types letters, reports, and statistical data.
- Supervises and coordinates all administrative support for the Superintendent and Governing Board, including but not limited to communications, agendas, meetings, official proceedings, secretarial support, and outreach.
- Assigns clerical staff to attend and record proceedings from official and unofficial meetings; may perform the same scope of work on the most confidential and sensitive meetings. Reviews minutes prepared by others from proceedings to ensure quality and proper grammar.
- Ensures the Superintendent and Governing Board are fully prepared for all official and unofficial proceedings with up-to-date information and background data, complete agendas and documentation, accurate schedules, including a Superintendent's priority brief for all meetings.
- Attends Governing Board meetings and works with the Superintendent, Governing Board, and administrative team to provide closure on all issues and/or concerns arising from these meetings.
- Maintains Governing Board Policies and Administrative Regulations. Ensures that suggested revisions are submitted to the Governing Board for agenda follow-up. Makes or assigns final revisions; ensures updates are available to employees and community members via the District's technology system; and communicates changes and intent to administrators and departments.
- Performs special projects and prepares or assigns the preparation of various forms and reports to clerical staff on behalf of the Superintendent and Governing Board. Receives and transcribes dictation from the Superintendent and individual Board members.
- Schedules annual Governing Board visitations with employee groups. Coordinates responses to issues and/or concerns arising from these visitations.
- Arranges registration and travel arrangements for the Superintendent and Governing Board for meetings, conferences, and conventions.
- Performs or delegates secretarial work including filing, typing, collating, copying, answering telephones, faxing, scanning, and providing information, and receiving, sorting, reading, and routing mail.
- Performs other related duties as required and assigned by the Superintendent to accomplish the goals of the positions.

QUALIFICATIONS

Knowledge and Skills: Requires a thorough knowledge of District functions, policies, rules, regulations, practices, goals, and objectives. Requires expertise to observe and evaluate the performance of subordinates. Requires considerable knowledge of modern office procedures, practices, and equipment, including filing systems, receptionist and telephone techniques, and letter and report writing. Requires thorough knowledge of activities associated with statistical record keeping, staff administration, and confidential record keeping.

Requires thorough knowledge of proper English usage, grammar, spelling, punctuation, and basic arithmetic skills. Must be skilled in using various standard office machines, including personal computers with word processing, desktop publishing, graphics, and spreadsheet applications. Requires knowledge of the basic techniques and principals of public relations and communications.

Abilities: Requires the ability to independently perform all the duties of the position efficiently and effectively. Must be able to coordinate and perform complex office and secretarial work with speed and accuracy. Must learn, interpret, explain, and apply knowledge of District and department organizations, operations, programs, functions, and special department terminology. Must be able to compile and maintain complex and confidential records and prepare routine reports. Must be able to maintain confidential data and information for the Superintendent and Governing Board. Requires the ability to plan, organize, prioritize, delegate, and review work in order to meet schedules and timelines. Requires the ability to analyze situations accurately and adopt an effective course of action. Must be able to communicate with a wide range of contacts within and outside the District with tact, diplomacy, courtesy, and in a manner that reflects positively on the Superintendent and Governing Board.

Physical Abilities: Requires sufficient hand/eye coordination and manual dexterity to keyboard at an advanced rate. Requires sufficient visual acuity to recognize words and numbers.

Education and Experience: The position typically requires knowledge equivalent to that of an Associate's Degree in secretarial science, management science, or organizational science. A minimum of 6 years of progressive secretarial experience of a professional nature including Office Supervisor at a school site level and Administrative Assistant at the District level. Involvement in site or district level committees is preferred.