

CLOVIS UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position:	Executive Assistant to the Deputy Superintendent	FLSA:	Exempt
Department/Site:	Office of the Deputy Superintendent	Salary Grade:	34
Reports to/Evaluated by:	Deputy Superintendent	Salary Schedule:	Classified Management

SUMMARY

Supervises and performs a wide variety of advanced, complex, confidential, and technologically oriented administrative duties for the Deputy Superintendent and as designated by the Superintendent’s Office.

DISTINGUISHING CAREER FEATURES

The Executive Assistant to the Deputy Superintendent is responsible to support the Deputy Superintendent in overseeing, collaborating, and managing logistics and operations of three major divisions of the district; Administrative Services, Human Resources, and School Leadership. 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. 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintains the Deputy Superintendent’s calendar. Ensures the Deputy Superintendent has all necessary materials and/or information for meetings and events.
- Reviews all mail directed to the Deputy Superintendent. 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 Deputy Superintendent.
- Schedules regular meetings for the Deputy Superintendent with the Superintendent, Associate Superintendents, administrative team, and various employee and community 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 Deputy Superintendent and records, transcribes, and distributes minutes as directed.
- Refers media requests to the Communications Department.

- Maintains contact with the Superintendent's Office, Governing Board, employee groups, professional organizations, legal counsel, media and government on behalf of the Deputy Superintendent, as directed.
- Researches material through various resources for information to support the Deputy Superintendent's actions in the development of policies, budgets, external reports, and Governing Board requests.
- Drafts correspondence for the Deputy Superintendent on a variety of matters. Compiles and types letters, reports, and statistical data.
- Supervises and coordinates all administrative support for the Deputy Superintendent, including but not limited to communications, agendas, meetings, official proceedings, secretarial support, and outreach.
- Attends and records proceedings from confidential and sensitive official and unofficial meetings as directed by the Deputy Superintendent. Reviews minutes prepared by others from proceedings to ensure accuracy, quality and proper grammar and tone.
- Ensures the Deputy Superintendent is fully prepared for all official and unofficial proceedings with up-to-date information and background data, complete agendas and documentation, accurate schedules, including a Deputy Superintendent's priority brief for all meetings.
- Attends Governing Board meetings and works with the Deputy Superintendent, Superintendent, Governing Board, and administrative team to provide closure on all issues and/or concerns arising from these meetings.
- May assist in the preparation and oversight of public meetings of the Governing Board, the accompanying public meeting documents and actions; and attend meetings of the Board as needed.
- Performs special projects and prepares or assigns the preparation of various forms and reports to clerical staff on behalf of the Deputy Superintendent and as designated by the Superintendent's Office.
- Facilitates regular meetings/trainings for other senior level administrative assistants working in the District Office to ensure information and resources are shared between departments.
- Arranges registration and travel arrangements for the Deputy Superintendent for meetings, conferences, and conventions.
- Performs 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 Deputy 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 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 Deputy 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 Deputy 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.