

YUBA COUNTY OFFICE OF EDUCATION  
Confidential/Management Job Description

EXECUTIVE ASSISTANT TO THE SUPERINTENDENT

DEFINITION

Under general direction to serve as a highly responsible confidential secretary and perform a wide variety of complex, difficult secretarial assignments for the County Superintendent; to respond to public and staff questions and concerns in a positive fashion; to attend meetings and functions of the County Superintendent of Schools; and to do related work as required.

EXAMPLES OF DUTIES

Scheduling/Coordination/Board of Education Responsibilities

May schedule and coordinate Superintendent of School's calendar and appointments; may schedule and coordinate travel and conference arrangements for Superintendent of Schools and board members; coordinates timely receipt of Board of Education agenda items; according to the Brown Act guidelines, plans and coordinates meetings and public hearings as assigned including preparation and distribution of notices, agenda and supplementary materials scheduling of facilities and audio-visual needs, preparation of minutes and follow-up actions, and video or cassette recording of meetings; active member of the County Committee on School District Organization.

Communication/Customer Service/Document Preparation

Maintains an effective communication link between department and those contacted during the normal course of duties; initiates, receives, and routes phone calls; prepares confirming letters or memoranda as necessary; assists and advises customers; researches inquiries; mails and/or faxes materials requested; directs customers to appropriate person or department as needed; interprets and explains program policies and procedures to the public, parents, students or other staff; provides information and answers questions where judgment, knowledge or interpretation of policies, procedures, regulations, and laws are necessary, exercises discretion in public contacts; keeps the Superintendent of Schools apprised of potential problems and concerns; maintains relationships with members of the Board of Education, county office staff, school districts, other county offices and the public.

Coordination/Administrative Support

Responsible for scheduling and maintaining calendar, appointments and meetings for administrator/staff, and keeps accurate records of department activities; orders supplies and equipment for program insuring adequate levels are maintained; coordinates and organizes conferences, workshops, in-services or meetings including coordinating all calendars, arranging for rooms, setup, and refreshments, procuring and arranging for delivery of equipment and materials needed, coordinating registration, preparing and providing invitations, flyers, etc.; researches information using a variety of sources including computers and provides follow-up reports; coordinates travel arrangements for staff; operates standard office equipment and independently performs various assignments for department; prepares agendas, minutes and other related materials.

Record Keeping

Prepares purchase orders and supply requisitions; may monitor receipt of materials and invoices; processes mileage claims; manually or on the computer, maintains index files of Board agenda items and actions; maintains Board minutes, agendas and resolution file; maintains permanent historical records of the Board of Education; maintains records of service of trustees; maintains files for

Conflict of Interest form for Board members and designated staff. Using a computer prepares letters, memos, messages, reports, meeting agendas, and minutes, purchase orders, mileage forms, travel and conference forms and web-page maintenance; prepares independent drafts of memos in accordance with legal requirements of the Brown Act, Education and Election Codes; edits letters, annual reports, newsletters and any related publications of the Superintendent of Schools.

#### Special Projects

Researches and compiles data for special projects as assigned by the County Superintendent of Schools and Board of Education including planning, coordination and implementation of county office and school district special elections and board elections.

### MINIMUM QUALIFICATIONS

#### Education and Experience

Any combination of education, training, and/or experience which demonstrates ability to perform the duties as described including extensive satisfactory experience at the executive secretarial level, preferably in a public education environment.

#### Knowledge, Skills and Abilities

Coordination skills to effectively coordinate a variety of difficult, technical functions in a county superintendent of schools office; written communication skills to prepare clear, concise, grammatically correct (including punctuation and spelling), letters, memos, minutes, and other written documents, oral communication skills to communicate effectively with county office personnel, school administrative staff, outside district agencies, the public, and news media demonstrating tact, and diplomacy; organizational skills to set priorities, define tasks, schedule and coordinate activities, and functions, develop procedures and complete assignments; decision making skills to exercise independent thinking and good judgment; mathematical computational skills; ability to operate a variety of office equipment including computer, fax, machine, calculator and copier, reading comprehension skills to interpret policies, administrative regulations and legislation, and accurately explain to others; record keeping skills to establish and maintain effective file systems; research skills to identify and collect appropriate data; interpersonal skills to establish and maintain cooperative relationship with those contacted in the course of work assignments.

#### Other Characteristics

Willingness to work a flexible schedule to attend evening meetings and special events.

#### Physical Ability

Requires sufficient hand/eye coordination and manual dexterity to use keyboard at a basic rate (45 wpm); sufficient visual acuity to recognize words, letters and numbers; speech and hearing ability to carry on conversations in person and over the phone. Ability to reach and pull materials from files and shelves. Ability to lift light objects (less than 20 lbs.) on an intermittent basis. May be required to lift heavy objects (up to 30 lbs.) on an intermittent basis.

#### Licenses and Certificates

Valid California Driver's License

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02/01/13