

LA MESA-SPRING VALLEY SCHOOLS

CLASS TITLE: EXECUTIVE ASSISTANT II TO THE SUPERINTENDENT

BASIC FUNCTION:

The job of Executive Assistant II to the Superintendent was established for the purpose/s of supervising and coordinating the functions, activities, workload and record keeping of the Superintendent's Office. This position provides a wide variety of complex and confidential administrative and secretarial support; interprets policy and administrative regulations to officials and the public; analyzes requests and provides recommendations for action; communicates information on behalf of the District and the Governing Board to staff, other districts, and public agencies; and oversees assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Attends all regular and special Board meetings to provide information, record official minutes; coordinate materials distribution and/or support the needs of attendees.

Compiles data from a wide variety of diversified sources to prepare reports, make recommendations; and/or prepare information for assigned administrator.

Composes a wide variety of complex written materials to communicate information and/or create documentation in conformance with established guidelines.

Coordinates a wide variety of special projects, activities and/or events for the Superintendent and Board to complete activities and/or deliver services in a timely fashion.

Maintains a wide variety of complex manual and electronic documents files and records to provide up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.

Monitors a variety of activities on behalf of Superintendent to achieve goals and meeting target dates in compliance with established guidelines and regulatory requirements.

Oversees the work activities within the office to organize assignments, monitor progress, and ensure completion within established guidelines.

Participates in a variety of meetings, workshops, and/or trainings to provide or receive information, record minutes, and support the needs of the attendees.

Prepares a wide variety of reports, documents and correspondence of a confidential and non-confidential nature to document activities, provide written reference, and/or convey information.

Processes a wide variety of complex documents and materials to disseminate information in compliance with program, district, state and/or federal requirements.

Researches a variety of topics to provide information and/or recommendations and/or address a variety of administrative requirements.

Responds to a wide variety of calls, concerns and/or complaints to resolve problems, provide information and/or refer to appropriate personnel.

Schedules a wide variety of activities to make necessary arrangements for the Superintendent, other staff and/or Board Members.

Serves as a liaison between parents and members of the public and the Superintendent and Board of Education for the to assist in resolving concerns or complaints.

Supports Superintendent and the Board of Education to provide assistance with their functions and responsibilities.

OTHER DUTIES:

Attends and participates in meetings, in-service trainings, workshops and conferences.

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of Learning Support.

Presents information on administrative procedures for the purpose of orienting new personnel and/or disseminating information to existing personnel.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Applicable laws, codes, regulations, policies and procedures.

Basic public relations techniques.

Budgeting practices regarding monitoring and control.

Business letter and report writing, editing and proofreading.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Functions and secretarial operations of an administrative office.
Interpersonal skills using tact, patience and courtesy.
Methods of collecting and organizing data and information.
Modern office practices, procedures and equipment.
Operation of a computer and assigned software.
Oral and written communication skills.
Organizational operations, policies and objectives.
Record-keeping techniques.

ABILITY TO:

Analyze situations accurately and adopt an effective course of action.
Assure efficient and timely completion of office and program projects and activities.
Communicate effectively both orally and in writing.
Compile and prepare comprehensive reports concerning a broad spectrum of subject matter.
Compose effective correspondence independently.
Establish and maintain cooperative and effective working relationships with others.
Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
Maintain a variety of complex and confidential files and records.
Meet schedules and timelines.
Operate a variety of office equipment including a computer and assigned software.
Organize complex material and summarize discussions and actions taken in report form.
Perform highly responsible and confidential secretarial and administrative assistant duties to relieve the Assistant Superintendent of administrative details.
Plan and organize work.
Plan, coordinate and organize office activities and flow of communications and information for the assigned administrator.
Prioritize and schedule work.
Take and transcribe dictation at an acceptable rate of speed.
Type or input data at an acceptable rate of speed.
Understand and resolve issues, complaints or problems.
Work confidentially with discretion.
Work independently with little direction.

EDUCATION AND EXPERIENCE:

High school graduation or equivalent, including extensive training and experience supplemented by courses in typing, computers, word processors, and office management; and five years of increasingly responsible secretarial experience, with at least one year as secretary or office manager to a top executive in a school district or large private or public organization within the last five years. Dictation experience is desirable.

LICENSES AND OTHER REQUIREMENTS:

Successful passage of the District's job-related proficiency test.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person or on the telephone.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.
Bending the waist, kneeling or crouching to file materials.
Reaching overhead, above the shoulders and horizontally to retrieve materials.
Lifting and carrying light objects.