

LAS LOMITAS ELEMENTARY SCHOOL DISTRICT
JOB DESCRIPTION

EXECUTIVE ASSISTANT-SUPERINTENDENT/BOARD (CONFIDENTIAL)

BASIC FUNCTION:

Under the direction of the Superintendent, perform highly responsible, complex and confidential administrative support duties for the Superintendent and Board of Trustees; interpret policies and regulations to officials, staff and the public; plan, coordinate and organize office activities and flow of communications and information; provide administrative support to the Board of Trustees (Board) and other administrators when assigned by the Superintendent.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform highly responsible duties as the primary and confidential clerical support to the Superintendent, relieving the administrator of a variety of secretarial and administrative details; plan, coordinate and organize office and department activities and flow of communications for the administrator; maintain confidentiality of privileged and sensitive information; monitor and prioritize all inbound information.
- Coordinate and schedule various appointments and meetings; make travel arrangements; reserve facilities; prepare and ensure proper completion of reimbursement forms; maintain and coordinate the Superintendent's calendar; prepare and disseminate calendar of events; coordinate and arrange special events and activities for the Superintendent and the Board of Trustees.
- Receive, sort and route incoming correspondence; review and determine priority of incoming mail; compose replies independently or from oral direction; prepare notices, packets and informational materials for mailing; prepare, print, and distribute the Board agendas.
- Serve as recorder at Board meetings and other administrative events; transcribe and distribute meeting minutes.
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- Receive, screen and route telephone calls; greet and assist visitors; refer callers or visitors to appropriate staff members; take and relay messages; respond to requests, complaints and questions from officials, staff and the public, representing the Superintendent via phone and written communications; interpret policies and regulations to officials, staff and the public.
- Research legislative, financial, and other diverse topics; prepare materials for Superintendent meetings including leadership, contract negotiations, etc.; conduct and respond to inter-net based surveys; collect and compute statistics; research and compile information to enable the Superintendent to respond to grievances filed under collective bargaining agreements; prepare grievance-related documents; communicate with District labor relations legal counsel regarding District's collective bargaining matters.
- Assist in the preparation of District proposals in collective bargaining; research and compile information needed to formulate District proposals; handle communications among District bargaining team members regarding negotiations; organize and maintain the District's collective bargaining files; take bargaining notes as directed by the Superintendent; attend District bargaining team planning meetings as needed to assist in bargaining preparation and data gathering.
- Compose correspondence independently on a variety of matters including those of a confidential nature; compile and type various letters, forms, reports, contracts, packets, statistical data, memoranda, bulletins, newsletters, notices, vouchers, lists and other materials as directed; prepare, format, edit, proofread and revise written materials.
- Attend a variety of meetings; prepare related notices, reports, presentations and agendas; record and transcribe minutes; prepare and distribute minutes, updated records, statements, documents and reports to appropriate personnel; communicate with other departments, administrators and outside agencies to coordinate activities, exchange information and resolve issues or concerns.
- Prepare and update records, reports and other documents in response to Board resolutions and statutory requirements; coordinate the publication and distribution of Board policies and administrative rules; create and update procedural documents; prepare, type and process requisitions according to established guidelines; order, receive and maintain inventory of supplies and equipment in accordance with established guidelines.
- Input a wide variety of data into an assigned computer system; maintain automated files and records; create queries and generate a variety of computerized lists and reports; ensure timely distribution and receipt of a variety of records and reports; ensure accuracy of input and output data.

- Obtain and provide information, records and materials to staff and the public; verify information for staff and outside agencies as requested; articulate District policy and procedures; convey information concerning a variety of special matters such as inter-district attendance appeals and expulsion appeals.
- Operate a variety of office equipment, including a copier, fax machine, postage meter, and computer.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

Any combination equivalent to: graduation from high school supplemented by college-level course work in business, communications, secretarial science or related field and five years of increasingly responsible secretarial or administrative assistant experience.

DESIRED QUALIFICATIONS:

- Work experience in the field of public education.

Knowledge of:

- Functions and secretarial operations of an administrative office.
- Organizational operations, policies and objectives.
- Applicable laws, codes, regulations, policies and procedures.
- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Budgeting practices regarding monitoring and control.
- Methods of collecting and organizing data and information.
- Business letter and report writing, editing and proofreading.

Ability to:

- Perform highly responsible and confidential secretarial and administrative assistant duties to relieve the Superintendent of a variety of administrative details.
- Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
- Plan, coordinate and organize office activities and flow of communications and information for the assigned administrator.
- Organize complex material and summarize discussions and actions taken in report form.
- Compile and prepare comprehensive reports concerning a broad spectrum of subject matter.
- Compose effective correspondence independently.
- Maintain a variety of complex and confidential files and records.
- Assure efficient and timely completion of office and program projects and activities.
- Understand and resolve issues, complaints or problems.
- Type or input data at 55 words per minute from clear copy.
- Take and transcribe dictation at an acceptable rate of speed.
- Operate a variety of office equipment including a computer and assigned software.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Plan and organize work.
- Meet schedules and time lines.

- Prioritize and schedule work.
- Work independently with little direction.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.

WORKING CONDITIONS:

Work Environment:

- Indoor Environment.
- Driving a vehicle to conduct work.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 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.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Board Approved: 03/07/12, 02/14/18

FLSA Status: Non-Exempt