

**CLASS SPECIFICATION**  
**Executive Assistant to Superintendent**

**GENERAL PURPOSE**

Under general direction, serves as primary assistant to the Superintendent and performs a wide variety of complex, sensitive and confidential administrative support functions; serves as administrative secretary to the Board of Trustees in the preparation of agenda and minutes for meetings of the Board; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Executive Assistant to Superintendent is responsible for planning, coordinating and overseeing administrative functions and activities of the Office of the Superintendent and Board of Trustees to ensure a smoothly operating office in a highly sensitive and changing environment involving District board members and top executives. The incumbent performs complex, diverse and confidential duties in support of the Superintendent and Board of Trustees in their interactions with community organizations, interest groups, parents, County officials, administrators, employee organizations and the public.

Executive Assistant to Superintendent is distinguished from Executive Assistant to Deputy/Assistant Superintendent in that incumbents in the former class provide administrative and secretarial support to the Superintendent and Board of Trustees. This support involves dealing with sensitive, confidential and complex issues of District-wide impact and regular interaction with board members and top executives and requires a thorough knowledge of District and Superintendent policies and practices.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties.

1. Provides secretarial and administrative support to the Superintendent and Board of Trustees; types and/or drafts memoranda, correspondence, board agenda materials and other documents and reports often of a highly sensitive and confidential nature; takes dictation and transcribes confidential correspondence and reports; ensures materials and reports for signature are accurate and complete; proofreads and checks typed and other materials for accuracy, completeness and compliance with District standards, policies and procedures; notifies Board members of meetings and other pertinent information; enters meeting information on District master calendar and schedules conference rooms.
2. Plans, organizes and supervises the preparation of and prepares, reviews, proofreads, edits, posts and distributes board agenda and action items for presentation to the Board; attends all Board of Trustees regular and special action meetings; takes, transcribes and prepares meeting minutes; prepares and compiles information for memorandums to the Board; consults with legal counsel regarding closed session items for Board meetings; reviews updates of Board policies, bylaws and administrative

procedures; prepares annual mandated cost reports for posting Board meeting agendas and closed session agenda items; reviews legislative updates and provides updates to Superintendent and Board; maintains and annually updates the Board agenda and minutes distribution list.

3. Maintains storage and retrieval system of the Board's official permanent records, including agendas, minutes, mandated cost reports and District resolutions; inputs permanent records of minutes and District resolutions into document imaging system; maintains history of past Board members, terms and Superintendents.
4. Maintains the Superintendent's calendar; coordinates, arranges and confirms meetings; screens requests for appointments; takes minutes and prepares and distributes agendas for Superintendent and other meetings.
5. Maintains and monitors the budget for the Superintendent's office; processes expense claims and budget transfers; makes expenditure recommendations to the Superintendent; assists with budget planning processes; processes District Visa credit card conference transactions for Board members, Superintendent and other staff as authorized; processes annual contract and membership budget approved lists.
6. Assists with Board elections and appointments; processes Board 470 annual forms; prepares and processes public notices, signature documents, secretary of state filings, staff notifications and other paperwork or notifications related to reorganization of the Board.
7. Receives and screens visitors and telephone calls, providing information and handling issues that often require sensitivity and use of sound, independent judgment; responds to requests for information, refers matters to appropriate District staff and/or takes or recommends action to resolve the request; provides information regarding District Board policies, administrative regulations and District procedures.
8. Reviews, determines the priority and routes incoming correspondence, reports, requests and instructions; handles or refers matters as directed; acts as liaison in coordinating matters between the Superintendent, Board members and other department heads and managers; answers e-mail questions received for the Superintendent and Board of Trustees.
9. Maintains the Superintendent's office equipment and supply needs; maintains equipment maintenance agreements and schedules repair and update of equipment as needed; orders supplies; processes requisitions for purchase orders for equipment, furniture, supplies, subscriptions, supplies and conferences.
10. Represents the District and the Superintendent through membership or attendance at District, organization or community meetings and functions.

## **OTHER DUTIES**

1. Makes and confirms travel arrangements for the Superintendent and Board members as necessary.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Office administrative and management practices and procedures.
2. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
3. District organization, rules, policies, administrative guidelines, procedures and provisions of the Education Code applicable to areas of assigned responsibility.
4. The role and responsibilities of a public governing board and applicable state law, code and regulations governing the conduct of public meetings and maintenance of public records.
5. District administrative procedures and forms for human resources, risk management, contracting, purchasing, inventory, accounts payable, budgeting, travel and training processes.
6. Advanced uses of word processing, spreadsheet, database and other standard software to create complex documents and materials requiring the interpretation and manipulation of data.
7. Research techniques, methods and procedures.

### **Ability to:**

1. Plan, organize and carry out the daily activities and administrative functions of the Superintendent's Office in a sensitive and highly visible political and organizational environment requiring management of multiple and changing priorities.
2. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
3. Interpret, apply, explain and reach sound decisions in accordance with laws, regulations, rules and policies.
4. Take and transcribe dictation and type accurately at 55 WPM.
5. Operate a computer and word processing software and other standard office equipment.
6. Manage multiple and rapidly changing priorities.
7. Organize, research and maintain complex and confidential office files.

8. Compose correspondence, prepare documents and make arrangements from brief instructions.
9. Communicate clearly and effectively orally and in writing.
10. Prepare clear, accurate and concise records and reports.
11. Maintain highly sensitive and confidential information.
12. Use a high degree of tact, discretion and diplomacy in dealing with sensitive situations and concerned and/or upset groups and individuals.
13. Establish and maintain highly effective working relationships with District executives, elected officials, staff, faculty, community leaders, students and others encountered in the course of work.

**Education, Training and Experience:**

Graduation from high school or G.E.D. equivalent; and at least seven years of increasingly responsible office administrative or secretarial experience. College-level coursework in public administration, business management and/or communications is highly desirable.

**Licenses; Certificates; Special Requirements:**

None.

**PHYSICAL AND MENTAL DEMANDS**

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

**Physical Demands**

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand; and lift up to 10 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with District executives, elected officials, staff, faculty, community leaders, students and others encountered in the course of work.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, and the noise level is usually quiet.

Board Approval 10/16/2014