

SANTA CRUZ COUNTY OFFICE OF EDUCATION

SUPERINTENDENT'S EXECUTIVE ASSISTANT

DEFINITION

Under direction, perform a variety of highly responsible, confidential, and complex secretarial and administrative duties in support of the County Office of Education Superintendent and Deputy Superintendent; assist in planning, organizing and coordinating support activities, operations and functions related to the County Office of Education; coordinate communication and information; and provide general information and assistance to students, faculty, staff, and the general public.

SUPERVISION EXERCISED

May exercise technical and functional supervision over lower-level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Attend to and process administrative details not requiring the immediate attention of the Superintendent and Deputy Superintendent; independently respond to routine letters and general correspondence; compose and prepare letters, memoranda, and reports pertaining to standard policies.

Perform varied and responsible secretarial duties to assist in the processing and completion of administrative operations for the Superintendent and Deputy Superintendent.

Serve as primary resource and information source regarding County Office of Education policies, procedures, objectives, and operational functions; receive and interview office visitors and telephone callers; answer questions and provide information where judgment, knowledge and interpretations are utilized, especially in the proper handling of confidential information or files; resolve complaints; refer caller to appropriate source as necessary.

Coordinate meetings, develop agendas, compile, distribute and prepare packets and all related materials, manage follow-up activities for a variety of groups as requested, including Superintendent's Council, Board meetings and negotiations, for Collective Bargaining Units.

Receive, compile, and organize information for the preparation of correspondence, documents, and reports as assigned; prepare a variety of correspondence, documents, and reports including resolutions, manuals, and contracts; compose confidential correspondence, documents, and reports.

Compile, compose and distribute the Superintendent's Report to the Board of Trustees.

Take and transcribe minutes at regular and special meetings, designated conferences, and negotiations for collective Bargaining Units.

OTHER JOB RELATED DUTIES

Prepare information needed in administrative decisions and in facilitating the implementation of County Office policies and programs; collect, compile, analyze, and summarize information

pertaining to specified administrative, or educational activities, operations, or functions as assigned.

Coordinate, supervise, and monitor special projects, assignments and activities as assigned; maintain control files on matters in progress and expedite their completion.

Maintain detailed calendar for Superintendent, Deputy Superintendent and/or other County Office staff; arrange interviews, appointments, schedules, conferences, travel arrangements, and itineraries.

Transmit orders, decisions and memoranda from the Superintendent, Deputy Superintendent and Board members to various organizational units.

Research and distribute local educational newspaper articles to appropriate staff and agencies.

Operate modern office machines and equipment including computers, scanners, typewriters, printers, copiers, calculators, and FAX machines.

Order, receive, inventory, store, and distribute supplies, forms and related items.

Attend and participate in staff meetings and in-services activities; attend workshops, conferences, and classes to increase professional knowledge.

Attend Board meetings; take non-verbatim stenographic notes of business transacted; summarize actions taken for the Board Bulletin and distribute to employees, trustees and local media.

Prepare and maintain master calendar for County Office of Education facilities use; schedule rooms for County Office staff and other agencies.

Assume responsibility for maintenance of office equipment including copier, printer, and fax machine; troubleshoot minor problems; initiate repair orders.

Solicit and/or create displays for bulletin boards and solicit artwork for the County Office facility.

Coordinate projects as assigned.

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of basic fiscal, statistical, and administrative data collection and report preparation.

Practices used in minute taking and preparation.

Modern office procedures, methods, and equipment including computer equipment.

Correct English usage, vocabulary, grammar, spelling and punctuation.

Methods of collecting, organizing and storing data and information.

Principles and practices of business letter writing.

Principles and procedures of record keeping.

Principles, techniques, and etiquette used in dealing with the public.

Word processing methods, techniques, and programs including spreadsheets, database software and in-house financial applications.

Skill and Ability to:

Operate modern office equipment including computer equipment.

Type at a speed necessary for successful job performance.

Take dictation at a speed necessary for successful job performance.

Learn the procedures, functions, and limitations of assigned position.

Learn, interpret and apply pertinent federal, state, and local laws, codes, and regulations including administrative and departmental policies and procedures.

Analyze situations and make appropriate decisions without immediate supervision.

Perform responsible and difficult secretarial and administrative work involving the use of independent judgment and personal initiative.

Work under limited supervision within a broad framework of standard policies and procedures.

Use independent judgment, initiative, good human relations and problem solving skills in the application and follow through on administrative decisions and policy-making.

Skill and Ability to (Continued):

Understand the organization and operation of the Superintendent's Office and the County Office necessary to assume assigned responsibilities.

Research, compile, tabulate, analyze and interpret data and information and prepare a variety of fiscal, statistical and administrative summaries and reports.

Respond to requests and inquiries from the general public.

Accurately interpret County Office policies, procedures, standards and requirements.

Understand bargaining unit contracts and legal documents for negotiations for Collective Bargaining Units.

Independently prepare correspondence and memoranda; take and prepare accurate minutes.

Maintain confidentiality of information.

Establish and maintain complete records and files.

Perform mathematical computations quickly and accurately.

Plan and organize work to meet schedules and timelines.

Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education:

Equivalent to the completion of the twelfth grade supplemented by specialized secretarial course work in office practices, management, or business administration.

Experience:

Five years of increasingly responsible administrative secretarial experience. Experience working in a school district or a county office of education is highly desirable.

SPECIAL REQUIREMENTS

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. Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment.

Approval Date: June, 1994.

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