

**EXECUTIVE ASSISTANT TO DISTRICT SUPERINTENDENT****Purpose Statement**

The job of Executive Secretary to the District Superintendent is done for the purpose/s of assisting the Superintendent in the daily operation of the district as well as the planning, implementing, directing and maintaining of District programs by providing a wide variety of complex and confidential administrative and secretarial support; analyzing requests and providing recommendations for action; communicating information on behalf of the district and the governing board to its staff, other districts, public agencies, etc.; and overseeing assigned personnel.

This job reports to Superintendent

**Essential Functions**

- Acts as a liaison between the Superintendent and District personnel, the community, media, various educational agencies and vendors; responds to various calls and inquiries regarding the District and provides information; communicates policies and procedures and refers inquiries to appropriate personnel needed for the purpose of enhancing communication between all parties and conveying and/or gathering information required to perform job functions.
- Assists in coordinating, disseminating and maintaining appointment calendars (e.g., Superintendent's calendar, other administrators' calendars, Governing Board calendar, etc.) for the purpose of ensuring accurate and non-conflicting appointments.
- Compiles data from a wide variety of diversified sources (e.g., staff members, Board Members, Community Organizations, government agencies, etc.) for the purpose of preparing reports, making recommendations and preparing information for assigned administrator.
- Coordinates a complex variety of projects, activities and events for the Superintendent and Board (e.g., meetings, receptions, luncheons, workshops, registrations, travel/accommodations, etc.) for the purpose of completing preparations accurately and on schedule.
- Creates and maintains a wide variety of complex manual and electronic documents files lists and records (e.g., administrative executive office information, contacts, time sheets, legislative information, databases, etc.) for the purpose of providing up-to-date information and historical documentation in accordance with established administrative guidelines and legal requirements.
- Monitors a wide variety of activities on behalf of the Superintendent (e.g., Board procedures, public relations issues, meeting arrangements, Superintendent's budget, account balances,

etc.) for the purpose of achieving goals and meeting target dates in compliance with established guidelines and regulatory requirements.

- Oversees the daily activities within the office for the purpose of organizing assignments, monitoring progress, and ensuring completion within established timelines.
- Participates in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.
- Performs a wide variety of complex and confidential administrative and secretarial support functions for the superintendent's office; relieves the Superintendent of administrative and clerical detail; plans, coordinates and organizes office activities, clerical operations department activities and flow of communications for the superintendent; performs research and data abstraction as assigned; maintains confidentiality regarding issues related to negotiations and collective bargaining matter for the purpose of supporting the superintendent's office.
- Prepares a wide variety of complex written materials (e.g., correspondence, agendas, minutes, event programs, bulletins, reports, etc.) for the purpose of communicating information and creating documentation in compliance with established guidelines.
- Prepares for and attends Board meetings, public hearings and work sessions for the purpose of providing information, recording minutes, coordinating materials distribution and/or supporting the needs of attendees.
- Researches a variety of topics (e.g., current practices, policies, education codes, board agenda items, parental complaints, legal updates, etc.) for the purpose of providing information and/or recommendations and/or addressing a variety of administrative requirements.
- Responds to a wide variety of calls, concerns and complaints for the purpose of resolving problems, providing information and referring to appropriate personnel.
- Supports Superintendent and Governing Board for the purpose of providing assistance with all assigned functions and responsibilities.

### **Marginal Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; planning and managing projects; preparing and maintaining accurate records;

communicating effectively in writing and speech; utilizing delegated authority; and assessing issues and providing solutions.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: school district operations and philosophy; general knowledge of Board of Education processes; concepts of grammar and punctuation; and business telephone etiquette.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working with constant interruptions; working flexible hours; and working proficiently with detailed information/data.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 50% sitting, 25% walking, and 25% standing. The job is performed in a generally hazard free environment.

**Experience (Minimum):** Five years of increasingly responsible job-related experience, preferably including at least one year in a school district is required. Experience in an executive level office, preferably in a school district, is highly desirable.

**Education (Minimum):** 12th grade completion, plus additional schooling in specialized administrative support training. Community college and/or vocational school degree with study in job-related area is highly desirable.

**Equivalency:** Training and experience equivalent to 12th grade completion, plus additional schooling in specialized administrative support training.

**Required Testing**

None Specified

**Certificates and Licenses**

Valid Driver's License & Evidence of Insurability

**Continuing Educ. / Training**

Maintains Certificates and/or Licenses

**Clearances**

Criminal Background Clearance

Physical Capacities Test Clearance

Tuberculosis Clearance

**FLSA Status**

Exempt

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.*