



Job Description

POSITION TITLE:	Executive Assistant to the Superintendent	# 2195
SALARY PLACEMENT:	Classified/Confidential Supervisory Salary Schedule Range P	

MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:

Equivalent of the completion of the twelfth grade, plus three years of advanced secretarial training or business/computer courses obtained through a community college, trade or correspondence school. Experience of a closely related nature may be substituted.

DESIRABLE QUALIFICATIONS - EDUCATION AND/OR TRAINING:

Possess an AA Degree in Secretarial Science or related field

MINIMUM EXPERIENCE:

Over six years of increasingly responsible executive or administrative secretarial experience, including a minimum of two years in a lead or supervisory capacity

DESIRABLE EXPERIENCE:

Experience working in a school district or county office of education

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Advanced shorthand, computer and typing/word processing skills. Ability to carry out complex oral and written directions; make decisions independently; communicate effectively; establish and maintain cooperative working relationships; and to prepare correspondence independently. Be flexible and receptive to change.

SUMMARY OF POSITION:

Under limited direction of the County Superintendent, performs a wide variety of complex and highly responsible secretarial and clerical duties; acts as an administrative aide to relieve the County Superintendent of complex routine administrative and technical details; serves as the initial contact with the public for the County Superintendent. Does related work as required. This is a classified, confidential position.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Serves as personal secretary/administrative aide to the County Superintendent.
2. Maintains a calendar of activities and events, schedules appointments, conferences, and meetings for the administrator.
3. Gathers items, prepares agenda and supporting information for County Board of Education meetings, District Superintendent meetings, and others as required.
4. Attends various meetings and takes and transcribes notes; prepares meeting minutes for editing and distributes minute summaries as required.
5. Prepares and distributes master calendar for districts in the county.
6. Gathers, reviews, and compiles information and prepares accurate and comprehensive reports and surveys.
7. Independently composes complex reports and correspondence.

8. Processes incoming and outgoing mail.
9. Coordinates and organizes meetings and workshops: prepares required materials, makes conference room reservations and arrangements.
10. Requisitions supplies; initiates maintenance and work orders; makes travel arrangements.
11. Operates standard office equipment.
12. Maintains current knowledge of SJCOE bargaining unit contracts, legal mandates, policies and procedures.
13. Maintains strict confidentiality on all job-related matters.
14. Attends to administrative and clerical detail utilizing initiative, problem analysis techniques, good judgment and confidentiality.
15. Prepares a variety of communicative subject matter that may include privileged and highly sensitive material.
16. Plans, develops and implements office procedures.
17. Makes mathematical calculations with speed and accuracy.
18. Performs other related duties as required.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with SJCOE staff, district office staff, and the public.