



## Classification Specification

### EXECUTIVE ASSISTANT II

|                       |                                    |
|-----------------------|------------------------------------|
| <b>Department:</b>    | Superintendent's Office            |
| <b>Reports To:</b>    | Superintendent; Board of Trustees  |
| <b>Supervises:</b>    | N/A                                |
| <b>Approval Date:</b> | June 24, 2020                      |
| <b>Revised Date:</b>  | 2020 (new proposed classification) |

#### **General Description:**

Perform highly responsible, complex, and confidential secretarial and administrative duties to relieve the Board of Trustees of a variety of administrative details; interpret policies and regulations to officials, staff, and the public; make arrangements for regular and special board meetings; research, collect, analyze and compile data for inclusion in Board agendas, minutes and reports; ensure complex files, policies, procedures, documents and records are in compliance with the Brown Act and Governing Board policies and procedures. The Executive Assistant II serves as a confidential employee exempt from the bargaining unit.

#### **Distinguishing Characteristics:**

The Executive Assistant II classification provides highly responsible and confidential secretarial and administrative duties to support the Board of Trustees.

The Executive Assistant III classification reports to the superintendent and provides highly responsible and confidential secretarial and administrative duties to support the superintendent; assists with public relations and flow of communications and information of the superintendent.

The Executive Assistant I classification reports to the Chief Business Official or an Assistant Superintendent and provides a wide variety of highly responsible and confidential secretarial and administrative assistant duties.

#### **Essential Duties and Responsibilities:**

- Perform highly responsible duties as the primary and confidential secretary relieve the Board of Trustees of a variety of secretarial and administrative details; plan, coordinate, and organize office and department activities and flow of communications for the Board of Trustees; maintain confidentiality of privileged and sensitive information.
- Provide support to the Board of Trustees, including research of board policy.

- Collaborate with members of the Board of Trustees on various requests and details.
- Research and answer questions concerning policy and law; coordinate board requests and activities, including conference travel and school site visitations.
- Prepare agendas for the Board of Education meetings; take, prepare, and maintain Board minutes as required by law; ensure board meetings are in compliance under Parliamentary Procedure and the Brown Act; oversee revisions of district policies and regulations.
- Provide advice to the superintendent and Board Members concerning matters of protocol.
- Compile materials from all departments; prepare and distribute Board materials to the appropriate parties.
- 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 Board of Trustees by phone and written communication; interpret policies and regulations to officials, staff, and the public.
- Compose correspondence independently on a variety of matters, including those of a confidential nature.
- Compile and type various letters, forms, special reports, board policies, regulations, resolutions, contracts, packets, statistical data, memorandums, bulletins, newsletters, notices, and other materials as directed; prepare, format, edit, proofread and revise written materials.
- Prepare and maintain a variety of complex lists and records related to personnel, financial activity and assigned duties, including those of a confidential nature; establish and maintain filing systems.
- Perform special projects and prepare various forms and reports on behalf of the Board of Trustees; attend to administrative details on special matters as assigned.
- Notify the appropriate personnel of decisions made by the Board of Trustees, superintendent, and cabinet.
- Coordinate and schedule various appointments and meetings; make travel arrangements; reserve facilities; prepare and ensure proper completion of reimbursement forms; prepare and disseminate calendar of events; coordinate and arrange special events and activities for the Board of Trustees.
- Advise board members concerning individual school and organizational calendars.
- Assist in developing and maintaining designated budgets and ensure assigned accounts are accurate and expenditures are within federal or State requirements; initiate budget transfers as directed.
- Participate in public relations and public outreach activities such as publicity, advertising, and fundraising; coordinate public information activities with outside media organizations; monitor information on the district website.
- Maintain effective communications with newspapers, media sources and local legislator's offices.
- Coordinate the work necessary for the production and distribution of district newsletters, brochures, and publications, including but not limited to recognitions from the board.
- Work with the Board of Trustees to resolve public relations problems, issues, and concerns.
- Develop and promote interest in citizen support groups.
- Represent the district at civic functions; speak before civic and service organizations concerning District activities; and coordinate special events and projects including fund development efforts.
- Keep abreast of current laws, rules, and policies.
- Train and provide work direction and guidance to assigned staff.

- Communicate with other departments, administrators and outside agencies to coordinate activities, exchange information and resolve issues or concerns; confer with the district's legal advisor concerning the business of the district as needed.
- Operate a computer and assigned software; arrange for equipment repairs as needed; drive a vehicle to conduct work.
- Perform other duties as required, related to the primary job duties of the assigned position.

**Required Qualifications:**

**Knowledge of:**

- Organizational operations, policies, and objectives.
- General knowledge of rules, regulations, and laws concerning California school district governing boards including the Brown Act protocols and procedures.
- Current office administration and management methods, analysis of systems, and procedures.
- Principles of training.
- Principles, practices, techniques, and methods of gathering, preparing, and disseminating public information.
- 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.
- Computer proficiency with the applications in the Microsoft Office Suite.
- Promotional public relations techniques.

**Ability to:**

- Perform highly responsible and confidential secretarial and administrative assistant duties to relieve the Board of Trustees of a variety of administrative details.
- Interpret, apply, and explain rules, regulation, policies, and procedures.
- Analyze problems and develop alternative solutions.
- Adhere to schedules and timelines.
- Establish and maintain effective relationships with the press, media representatives, legislative contacts, district staff, outside organizations and the community.
- Work independently and follow through on assignments with minimal direction.
- 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 files, records and reports.
- Ensure efficient and timely completion of office and program projects and activities.
- Understand and resolve issues, complaints, or problems.
- Plan, prioritize and organize work.

- Type or input data accurately at an acceptable rate of speed.
- Maintain confidentiality of sensitive and privileged information.
- Operate a variety of office equipment including a computer and assigned software
- Communicate orally and in writing so that others can clearly understand what is being said.
- Translate ideas and suggestions into an effective public relations program.
- Train and provide work direction and guidance to assigned personnel as directed.
- Interact diplomatically with the public in a high volume, continuous public contact setting.
- Maintain and prepare documents and handle administrative details and problems.
- Speak effectively in front of a group.
- Read and comprehend materials that contain specific vocabulary related to education.
- Make arithmetical calculations with speed and accuracy.

**Education:** High school graduation or equivalent GED, supplemented by additional courses in business administration, English and writing; or an Associate's degree from an accredited college or university with coursework equivalence in business, public administration, or a related field.

**Experience:** Five (5) years of increasingly responsible secretarial or administrative experience; at least three (3) years of secretarial or administrative experience in an educational environment.

**Licenses, Certifications, and other requirements:**

- Valid California Class C driver's license.
- Proof of current and valid Tuberculosis screening.

**Desirable Qualifications:**

- N/A

**Working Conditions:**

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

- Indoor/office work environment.
- Moderate noise levels.
- Contact with staff, parents, and the public.
- Fast-paced work environment with changing priorities.
- 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 the individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to:

- Sit at a desk for extended periods of time.
- Stand and/or walk for extended periods of time.
- Hear and understand speech at normal levels.

- Communicate so that others can clearly understand normal conversation.
- See for the purpose of reading or observing.
- Reach in all directions; have dexterity of hands and fingers to operate a computer keyboard.
- Occasionally required to lift and/or carry objects up to 25 lbs. in weight.
- Bend, twist, stoop, or kneel.

**Hazards:**

- N/A

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.