

EXECUTIVE ASSISTANT

DEFINITION

Under general direction performs highly complex and confidential administrative functions on behalf of the Superintendent and the Board of Trustees; assists the Superintendent with administrative detail; responsible for coordination and preparation of Board agenda and minutes of the Board of Trustees meetings; responsible for planning, organizing, supervising, and coordinating the work of other clerical employees; and performs related work as required.

LICENSE REQUIRED

Some positions may require possession of a valid and appropriate California driver's license. May be required to be certified as a Notary Public.

CLASS CHARACTERISTICS

This one position class is distinguished from the class of Executive Secretary by the degree of confidentiality required, the type and sensitivity of personal contacts and the degree of independent judgment and decision making required. The position serves as secretary to the Superintendent and as secretary to the Board of Trustees. This position coordinates the work of other clerical employees.

EXAMPLES OF DUTIES

Performs administrative secretarial duties for the Superintendent and Board of Trustees. *E*

Performs a variety of assigned confidential duties; develops and maintains calendars; analyzes information independently; prepares correspondence and reports. *E*

Establishes and operates extensive filing systems. *E*

Utilizes independent judgment and current management and supervision techniques in various situations requiring decision making on behalf of the Superintendent. *E*

Types correspondence, minutes, and reports. *E*

Coordinates, supervises and evaluates the work of assigned clerical staff. *E*

Coordinates the activities of the District switchboard and mail distribution. *E*

Prepares drafts for news releases; writes, edits, and distributes District information newsletters, brochures, fliers and Board decision abstracts and summaries. *E*

Maintains communication with administrators and principals to keep their offices fully informed on all Board of Trustees or Superintendent requests, actions, and policies for the purpose of insuring proper follow-up. *E*

Attends Board of Trustees meetings and develops and supervises the preparation of agenda materials; prepares the official minutes of regular and special meetings; informs the Board members

and Superintendent of meetings, conferences, and district activities. *E*

EXAMPLES OF DUTIES (cont.)

Researches and compiles information on legal, legislative or technical subjects as requested by the Superintendent and responds to questions on them from offices and school sites. *E*

Organizes, coordinates, and responds to communications from District and site personnel as well as outside agencies and organizations. *E*

Confers with citizens and parents relative to District issues. *E*

Interprets Board policies to public and staff. *E*

Prepares and oversees a wide variety of confidential materials and assignments related to personnel, negotiations, students, and District policies. *E*

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Fundamentals of time management and business practices;
2. Modern office management techniques, equipment, and procedures;
3. Advanced English usage, spelling, grammar, and punctuation;
4. Business correspondence, minutes, and report preparation and composition;
5. General principles of human relations including essentials of supervision and communications; and
6. Preparation of official agenda and minutes of policy setting bodies as delineated in the Education Code.

Ability to:

1. Perform highly responsible clerical and administrative detail work involving a knowledge of District policies, rules and regulations, and selected sections of the Education Code;
2. Work with interruptions, and a high level of independence and decision making within established limits;
3. Read, understand, and interpret policies, regulations, administrative reports, contracts, and government guidelines;
4. Compose and edit correspondence, reports, minutes, and information brochures;
5. Maintain strict confidentiality of privileged information;
6. Operate and use word processing and computer equipment effectively with speed and accuracy;
7. Function in situations requiring tact, diplomacy, and discretion;
8. Take, transcribe, and edit minutes of meetings;
9. Establish and maintain extensive, complex filing systems;
10. Proofread for grammar, spelling, punctuation, word usage, and content with a high degree of accuracy;
11. Operate a calculator;
12. Keyboarding with accuracy at an acceptable rate of speed;
13. Understand and carry out complex oral and written instructions;
14. Establish and maintain cooperative and effective relationships with those contacted in the

course of work; and

Ability to: (cont.)

15. Maintain work pace appropriate to given workload.

EDUCATION

Individuals possessing the knowledge, skills, and abilities listed above are considered to possess the necessary education. Certification as a Certified Professional Secretary is highly desirable. Willingness to obtain Notary Public license if needed also desirable.

EXPERIENCE

Responsible administrative secretarial experience in an executive office which included the composition of correspondence and reports, the handling of administrative detail, considerable independence of action, a large volume of difficult typing and the maintenance of a complex filing system;

or

Experience at or above the level of High School Secretary in the Huntington Beach Union High School District.

WORKING CONDITIONS

Environment:

Office environment; subject to constant interruptions and driving a vehicle to conduct work.

Physical Abilities:

Moderate lifting, carrying and pushing objects weighing up to 25 pounds; dexterity of hands and fingers to operate standard office equipment; reaching overhead, above the shoulders and horizontally to reach shelves; bending at the waist to retrieve files; hearing and speaking to exchange information; seeing to read and transcribe correspondence; sitting for extended periods of time.

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7/94