

## **SANTA CRUZ COUNTY OFFICE OF EDUCATION**

### **EXECUTIVE ASSISTANT**

#### **DEFINITION**

Under direction, to perform a variety of highly responsible, confidential, and complex secretarial and administrative duties in support of an assistant superintendent; to assist in planning, organizing, and coordinating support activities, operations, and functions related to the assigned division; and to provide general information and assistance to students, faculty, staff, and the general public.

#### **SUPERVISION EXERCISED**

May exercise technical and functional oversight over lower level staff.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

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

Perform responsible and difficult secretarial and administrative work involving the use of independent judgment and personal initiative; perform varied and responsible secretarial duties to assist in the processing and completion of administrative operations for the assistant superintendent.

Serve as a primary resource and information source regarding assigned division policies, procedures, objectives, and operational functions to the public and the County Office of Education staff; 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 sources as necessary.

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 contract; compose confidential correspondence, documents, and reports; maintain confidentiality of information.

Prepare information needed in decisions relating to all areas of division and the implementation of County Office policies and programs; research, collect, compile, tabulate, analyze, and summarize data and information pertaining to specified administrative or educational activities, operations, or functions as assigned; prepare a variety of fiscal, statistical, and administrative summaries and reports.

Coordinate and/or attend various meetings as assigned; prepare agenda items.

Establish and maintain complete records and files.

Analyze situations and make appropriate decisions without immediate supervision.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)**

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

Coordinate, prioritize, schedule, and oversee the work flow of assigned operations in conjunction with other units and agencies as assigned; train, oversee, and co-evaluate performance of selected personnel.

Arrange interviews, appointments, schedules, conferences, travel arrangements and itineraries related to functions of the assigned division; maintain detailed calendar for assigned staff; prepare and maintain master calendar.

Review budget revisions, journal entries and personnel request forms prior to submitting to the assistant superintendent; monitor division budgets; balance budgets from Business Office printouts; maintain records of division purchase orders.

Coordinate office telecommunications; troubleshoot problems; call for repairs and new lines; program main telephone computer for line changes and implementation of features.

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

Operate modern office machines and equipment including word processors, typewriters, printers, copiers, calculators, and FAX machines; routinely use a full range of word processing and spreadsheet computer software applications.

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.

Facilitate regular division secretarial meetings.

Serve as back-up reception for Superintendent's Office.

Assist in the compilation, organization, printing and distribution of materials including test and instructional materials.

May review employee time and attendance for accuracy prior to signature by designated management employee.

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.

**Knowledge of (Continued):**

Modern office procedures, methods, and equipment including computer equipment and applicable software programs.

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

Principles and practices of business letter writing.

Principles and procedures of record keeping.

Principles and techniques used in dealing with the public.

Word and Google suite processing methods, techniques, and programs including spreadsheet and database applications.

Practices used in minute taking and preparation.

Basic mathematical principles.

**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.

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 decisions.

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

Perform mathematical computations quickly and accurately.

Analyze data and select the best solution from a range of alternatives.

Compile and tabulate data and information and prepare summaries and reports.

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.

**Skill and Ability to (Continued):**

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.

**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:**

Four years of increasingly responsible secretarial and administrative experience.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid California driver's license and appropriate vehicle operation insurance.

**Qualification Requirements:**

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**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:*

While performing the duties of this job, with or without the use of aids, the employee is regularly required to sit, stand or walk for extended period of time; dexterity of hands and fingers to operate a computer and sustain repetitive motion of wrists and hands for intervals of time, telephone and other standard office equipment; see and read a computer screen and printed matter; hear and understand speech at normal levels on the telephone or in person; speak so that others may understand at normal levels and on the telephone; and grasp, push, pull and move, lift and/or carry up to 10 pounds.

Ability to work in a standard office environment.

**Approval Date:** January, 1994.

**Revised:** May 18, 2010

**Revised:** June 15, 2021