

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

### **ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT/ DEPUTY SUPERINTENDENT**

#### **DEFINITION**

The job of Administrative Assistant to Superintendent is done for the purpose/s of providing highly skilled administrative support to the Superintendent, Governing Boards members, Cabinet members, internal and external stakeholders with specific responsibilities for performing complex administrative/secretarial functions including leadership, decision making, organizing and coordinating the activities of the Superintendent's office; serving as a liaison with the responsibility for communicating both through verbal and written communications; coordinating Board of Education materials and activities; attending Board meetings and sub-committee meetings as the custodian of records; and maintaining official records of Board actions in compliance with county and state mandates.

This job reports to the County Superintendent of Schools.

#### **SUPERVISION EXERCISED**

No supervision exercised.

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

Acts as a liaison between the Office of Superintendent and media representatives, community organizations and the public for the purpose of conveying information, publicizing events, and enhancing the relationship of the County Office and the community.

Assists various activities and organizational operations for Superintendent's office (e.g. calendar of appointments; coordinating activities with other Santa Cruz County Office divisions, departments, the public, and outside agencies; travel and meeting arrangements; preparing for meetings, conferences, and other functions for staff; special projects and assignments; serving on councils and committees, etc.) for the purpose of ensuring a smooth function of the office.

Compiles data from a wide variety of sources and meetings (e.g. community groups, Board, staff/departments, etc.) for the purpose of analyzing issues and ensuring compliance with SCCOE policies and procedures.

Coordinates the development, research, maintenance and updating of board policy according to legal requirements for the purpose of maintaining current and accessible board policy information to all stakeholders.

Develops agenda, coordinates meetings, and manages follow up activities for a variety of groups including Superintendent's Council and management staff for the purpose of supporting the functions of the Superintendent's office.

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

Organizes the flow of communication through the Superintendent's Office (e.g. e-mails, notices, public service announcements, etc.) for the purpose of ensuring communication flow in an efficient and effective manner with Santa Cruz County Office personnel, school district personnel, Board of Education, news media, the general public, and other agencies.

Participates in the preparation and monitoring of assigned budgets for Superintendent's office and Board (e.g. budget allocations, expenditures, fund balances and related financial activities, etc.) for the purpose of compiling annual budget requests, recommending expenditure requests for designated accounts, monitoring approved budget accounts, and ensuring that allocations are accurate.

Prepares a wide variety of documents and written or electronic materials (e.g. correspondence, memoranda, reports and manuals from various sources; press releases, newsletters, service announcements, annual reports, etc.) for the purpose of documenting activities and issues, conveying information, meeting compliance requirements, and assisting appropriate responses for the Board and the Superintendent.

Provides full scope administrative and logistical support of routine and complex technical duties and tasks to the Board of Education (e.g. planning, organizing, coordinating, developing and distributing Board agendas and all related materials; keeping accurate notes, records, and minutes; preparing and distributing final drafts; distributing materials, etc.) for the purpose of maintaining routine board activities appropriately.

Researches a variety of topics for the Superintendent and the Board (e.g. public policy, education code constraints, labor cases, etc.) for the purpose of ensuring compliance with regulatory requirements and established guidelines, securing information for planning and/or responding to requests.

Serves as initial contact/resource person for the Superintendent's Office (e.g. screens calls, visitors, and mail; responds to sensitive requests for information and assistance; interprets policies, rules, and regulations in response to inquiries and complaints; resolves concerns and complaints; refers inquiries as appropriate, etc.) for the purpose of providing accurate and timely responses on behalf of the Superintendent and Board of Education to inquiries from the public and press.

Serves as Secretary to the Superintendent's Cabinet for the purpose of providing administrative support on implementation, communication and follow through on actions taken.

Supervises assigned personnel (e.g. clerical support, temporary employees, etc.) for the purpose of to ensure efficient day-to-day operations and confidentiality of administrative functions meet timelines in support of the County Superintendent of Schools.

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the Office of the Superintendent.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Perform algebra and/or geometry, reading a variety of manuals, write documents following prescribed formats, and/or presenting information to others, and solve practical problems.

K-12 educational system.

Organizational and time management.

Concepts of conflict resolution.

Pertinent education codes, policies, regulations and/or laws.

Office management principles and record keeping.

Fiscal, statistical, administrative data collection and report preparation.

English usage, spelling, vocabulary, grammar, and punctuation; principles of business correspondence writing.

Principles and procedures of record keeping.

Practices used in recording minutes and preparation of official governing board documents.

Public relations protocols and techniques.

Research tools, communication, and networking tools.

**Skill and Ability to:**

Perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions.

Operating standard office equipment including utilizing pertinent software applications; and computer and typing skills including word processing methods, techniques, programs, spreadsheet and database applications.

Schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment.

Flexibility is required to independently 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 a variety of data; and utilize a variety of job-related equipment.

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

Problem solving is required to identify issues and create action plans.

Problem solving with data 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: communicating with diverse groups clearly and concisely, both orally and in writing; meeting deadlines and schedules; setting priorities; working as part of a team; flexible to changing conditions; making quick and accurate decisions; working with multiple projects; dealing with frequent interruptions and changing priorities; maintaining confidentiality; facilitating communication between persons with frequently divergent positions; and exercising excellent judgment with flexibility, creativity, and sensitivity.

**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:**

Completion of the twelfth grade and/or some community college level course work in office practices, management, or business administration. A Bachelor degree in business or educational management or related areas is desirable. Five years of increasingly responsible administrative/secretarial support experience. Experience working in a school district or county office of education, and in support of a governing board, commission or council subject to laws governing public agencies is highly desirable.

**Experience:**

Job related experience with increasing levels of responsibility is required.

**License or Certificate:**

Valid Driver's License & Evidence of Insurability

**Qualification Requirements:**

Working under limited supervision following standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; 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 have some impact on the organization's services.

**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:*

**SPECIAL REQUIREMENTS (CONTINUED)**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally, the job requires 50% sitting, 40% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**Approval Date:** January, 1994

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