

SANTA CRUZ COUNTY OFFICE OF EDUCATION

EXECUTIVE ASSISTANT, CONFIDENTIAL

DEFINITION

Under direction, independently perform a variety of highly responsible, confidential, and complex secretarial and administrative duties in support of an associate superintendent and/or director; 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 of other support staff within the division.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Attend to and process administrative details not requiring the immediate attention of the associate superintendent and/or director; 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 associate superintendent, director, or management staff.

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 and other materials as directed; prepare and type a variety of correspondence, forms, statistical data, newsletters, documents, and reports including resolutions, manuals, and contracts; 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.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)

Coordinate and/or attend a variety of various meetings as assigned; prepare related notices, reports, presentations and agenda items; record and transcribe minutes as assigned by the position, prepare and distribute minutes, update records, statements, documents and reports.

Monitor and track incoming school district budgets and reports; and compile and/or edit related letters and backup documents.

Establish and maintain complete records and files.

Analyze situations and make appropriate decisions without immediate supervision.

Coordinate, supervise and monitor special projects or events, 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; prepare and assure proper completion of travel arrangements, itineraries, and reimbursement forms related to functions of the assigned division; maintain detailed calendar for assigned staff; and prepare and maintain a master calendar.

Coordinate, organize and schedule trainings and workshops for the division or as assigned; communicate with speakers, participants and vendors, order, prepare and assemble event materials and contracts; organize registration and perform follow-up activities including analysis of evaluations/data, vendor payments, reconcile participant's payments, and distribute any required correspondence or materials.

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

Perform a full range of administrative duties and serve as a primary resource and information source for certificates of insurance for all COE departments for COE owned facilities, offsite events and COE leased equipment; handle theft and burglary claims; handle and process student accident reports; oversee vehicle insurance for COE vehicles, tractors, etc.; and process paperwork for all drivers of COE students and staff usage of COE vehicles.

Create and revise office forms to facilitate work flow.

Monitor and coordinate web site updates for the division so that content is kept accurate and current.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)

May 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 computers, 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.

OTHER JOB RELATED DUTIES

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.

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 and other formal written communication.

Principles and procedures of record keeping.

Knowledge of:

Principles, techniques and etiquette used in dealing with the public, outside agencies, and school districts.

Word 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.

Record meetings and transcribe minutes at a speed necessary for clarity and accuracy of final documents.

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 of Education in order to adequately perform 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.

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.

EXPERIENCE AND TRAINING

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:

Any combination equivalent to the completion of an associate degree, supplemented by specialized secretarial course work in office practices, management, or business administration.

Experience:

Four years of increasingly responsible secretarial and administrative experience including one year of secretarial experience in a school district.

License or certificate

Possession of or ability to obtain an appropriate driver's license.

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:

Ability to work in a standard office environment.

Approval Date: June 19, 2012