



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



EXECUTIVE ASSISTANT

JOB SUMMARY:

Under administrative direction, the Executive Assistant serves as the confidential executive assistant to the Superintendent and relieves the Superintendent of detailed complex administrative duties including all matters pertaining to the needs of the members of the Board of Trustees. Serves as the primary contact for the Superintendent's office and is a liaison between the Superintendent and a wide range of contacts that include district staff, parents, representatives of the community, and the general public.

CLASS CHARACTERISTICS:

The Executive Assistant provides a professional office environment that supports the Superintendent's needs and District standards. This position is pivotal in facilitating the flow of communications, work and activity to and from the Superintendent's office in an efficient and timely manner. This position composes, generates and prepares a large volume of correspondence and documents, both confidential and sensitive in nature. The position buffers the Superintendent from unnecessary interruptions receiving and responding to inquiries, complaints, requests and concerns or referring them to the appropriate party. Resolves problems using tact, diplomacy, and independent judgment in determining matters not requiring the personal attention of the Superintendent. The incumbent must have wide knowledge of District and school operations, policies, procedures and resources available to respond to situations as they arise.

REPRESENTATIVE DUTIES (*E denotes an essential function of the job.*):

Compose, generate and prepare a large volume of correspondence, technical documents and reports for public perusal, government officials, staff, Board, the press and for posting on the District web page; *E*

Initiate, compose, edit, organize and coordinate the flow of communications, work and activity to and from the Superintendent's office; *E*

Take and transcribe dictation of letters, reports and memoranda, including materials of a confidential nature (pursuant to Govt. Code 3540.1(c)); *E*

Independently or from oral instructions is responsible for all aspects of special projects; *E*

Independently or from oral instructions, handle inquiries, complaints, concerns and resolve problems on his/her own initiative where matters do not require the personal attention of the Superintendent; *E*

Using independent judgment, compile, research, analyze and organize complex information and data from various sources for the Superintendent, Board of Trustees, Cabinet, school administrators, District personnel and the public; *E*

Compose, edit, proof, compile and type Board meeting agendas and agenda items as well as proof and edit Board meeting minutes including highly confidential/sensitive closed session minutes; *E*

Schedule daily appointments for the Superintendent, and screen visitors to the Superintendent's office; *E*

Screen and respond to phone calls and provide appropriate information using independent judgment and discretion; *E*

Provide assistance in the area of community and public relations, answering questions, providing requested documents or facilitating contact with appropriate staff; *E*

Serve as an essential communications link between Superintendent's Office, schools, departments, and members of the Board of Trustees, maintaining cordial and frequent contact with other district offices, personnel of the County and State Departments of Education, city offices, representatives of the state and county school board associations, local service associations, vendors and professional experts, the general public and members of the press; *E*

Prepare schedules and agendas of Cabinet, Management and other meetings as well as scheduling meeting rooms and arranging for needed equipment; *E*

Maintain records of open and closed Board meetings, following through on necessary items; *E*

Prepare statistical and narrative reports; *E*

Coordinate office clerical projects requiring additional staff; *E*

Work proficiently with a wide range of computer applications including word processing, tables, presentations and the Internet; *E*

Research, analyze, interpret and apply policies, laws and directives as appropriate; *E*

Attend and take minutes of Board meetings and sub committees; *E*

Receive, maintain, track, and submit California Public Records Act requests; *E*

Update and distribute Board policies; *E*

Prepare, duplicate and collate materials including information and weekly packets for distribution to Board members and key administrative staff;

Maintain Superintendent's appointment calendar, oversee travel and meeting arrangements for the Superintendent and the Board of Trustees;

Perform special functions and tasks for the Board of Trustees when requested;

Order office supplies and operate a variety of office equipment including a copier, fax, calculator, personal computer and typewriter;

Oversee maintenance of files and records and is responsible for preparing mandated costs regarding Board agendas;

Supervise opening and routing of Superintendent's mail, answering routine letters and inquiries;

Plan, organize and lead the Administrative Support Team (AST) meeting.

Provide direction to assigned clerical staff, and the switchboard receptionist as required;

Update District website;

Perform other duties as required to accomplish the objectives of the position.

SUPERVISION:

Receive administrative direction from the Superintendent.
Provide leadership and direction to office and other Superintendent's office support staff.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Letter, report, and agenda preparation techniques;
- Modern office methods, procedures, terms and equipment;
- Word processing, spreadsheet, data base management, Internet and E-Mail computer applications;
- Principles, procedures and techniques of record keeping, record management and filing systems;
- District functions, policies, rules and regulations;
- Business office telephone techniques and etiquette;
- Correct English usage, spelling, grammar, punctuation, composition and vocabulary;
- General mathematics used in an office environment;
- Principles of leadership, office organization and management, public relations, supervision and training;
- General objectives, organization, functions of a California school district.

Ability to:

- Plan, organize and prioritize work of self and others;
- Coordinate and expedite a large volume of administrative detail efficiently, independently and effectively;
- Perform difficult, complex and confidential, administrative and secretarial work involving independent judgment and requiring speed and accuracy;
- Analyze difficult and sensitive situations and adopt appropriate courses of action;
- Accept responsibility, utilize sound independent judgment and recognize scope of authorities in performing tasks;
- Maintain confidentiality of privileged and sensitive information related to negotiations and District actions;
- Interact with management, Board members, school staff, community members and outside clients effectively utilizing superior written and verbal skills as well as interpersonal and presentation skills;
- Learn, interpret, apply and relate to others applicable policies, laws, rules and regulations;
- Operate various office and specialized equipment including a PC (personal computer) and effectively utilize word processing, spreadsheet, data base, presentation, Internet and E-Mail software;
- Ability to learn online agenda software and document sharing applications;
- Research and gather information from a variety of sources, analyze as necessary and prepare clear and comprehensive reports;
- Independently compose correspondence;
- Take stenographic notes/dictation and accurately transcribe into clear, concise copy;
- Keyboard at a net corrected speed of 60 WPM.
- Understand and carry out oral and written instructions;
- Establish and maintain effective interpersonal relationships using tact, patience, and courtesy;
- Provide leadership and direction to office and other support staff.

EMPLOYMENT STANDARDS:

Education:

- High school diploma or equivalent;
- Completion of an Associate's degree in Business, Office Administration, or related discipline may be substituted for one (1) year of the required experience.

Experience:

- Six (6) years of responsible secretarial experience is required, preferably working for an administrator in a public environment.

LICENSE REQUIRED:

Possession of a valid and appropriate California Driver License.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

Safely lift, carry, push up to 25 pounds; frequently sits and stands; occasionally walks stoops, bends and reaches over head; repetitively uses fingers on both hands simultaneously; communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in an office environment; uses a computer and telephone; works inside exclusively; has direct contact with public and other district staff, frequently in difficult and/or negative interpersonal situations; frequently works with high volumes and tight deadlines without direct guidance from the Superintendent. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Last revised 10/11/01

Reviewed 3/10/05 - No revisions made

Job Description Review and Revisions Effective: 11/14/2013