

# Executive Assistant – Chief Officer Job Description



<b>Job Title:</b>	Executive Assistant	<b>FSLA:</b>	Nonexempt
<b>Reports to:</b>	Chief Officer	<b>Pay Grade:</b>	2143A
<b>Dept./School:</b>	Assigned Department	<b>Calendar Days:</b>	226
		<b>Revised:</b>	12.4.2020

## Primary Purpose

Work under minimum supervision to provide advanced clerical services to the executive leadership level administrator assigned. Handle confidential information and engage in frequent contact with all levels of district employees, outside agencies, and the public.

## Qualifications

### Education/Certification:

- High school diploma or GED

### Special Knowledge/Skills:

- Knowledge of school district organization, operations, and administrative policies
- Ability to read and comprehend instructions, correspondence, and memos
- Ability to make independent decisions regarding planning, organizing, and scheduling
- Excellent public relations, organization, communication, and interpersonal skills
- Ability to use software to develop spreadsheets, perform data analysis, and do word processing Ability to multi-task numerous complex administrative activities

### Experience:

- Minimum five (5) years advanced secretarial experience with extensive contact with people

## Major Responsibilities and Duties

### Clerical Support

1. Prepare correspondence, forms, manuals, reports, presentations, and other documents for the administrator assigned
2. Schedule appointments and maintain the administrator's calendar
3. Set up meetings including reserving the venue, preparing materials, and arranging for refreshments and catering as needed
4. Make travel arrangements including making hotel reservations and turning in conference registration forms

### Reception and Phones

5. Answer incoming calls and greet visitors. Respond to routine inquiries from the public and staff and refer appropriate inquiries or problems to (cabinet-level administrator) or other administrators

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**Policy, Reports, and Correspondence**

- 6. Compile pertinent data used to prepare various required state and local reports
- 7. Prepare purchase orders and payment authorizations as directed
- 8. Compile, maintain, and file all reports, records, and other documents as required

**Other**

- 9. Comply with policies established by federal and state laws and regulations, and local board policy
- 10. Maintain confidentiality
- 11. Perform duties in an efficient and cost-effective manner to positively impact student achievement
- 12. Perform any duties as assigned by administration

Supervisory Responsibilities

None

Evaluation

An evaluation shall be completed in writing at least once during the course of each school year.

Work Environment

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours; occasional districtwide travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.