



## Job Description

## Executive Assistant

Position: Executive Assistant to the Superintendent

Reports To: Superintendent

Salary: Based on state and local salary scales

Status: Permanent/**Full-time**, 12 months

### **GENERAL STATEMENT OF JOB**

Under limited supervision performs a variety of administrative duties to support the activities of the Superintendent's Office. Work involves assisting the Superintendent in carrying out administrative activities to relieve him/her of operational detail. Employee is responsible for receiving and transcribing confidential and routine correspondence, screening and independently handling a variety of inquiries by telephone, email, and in person, managing departmental budgets and maintaining a variety of confidential records and files. Employee is also responsible for interpreting and explaining program policies and procedures, and for disseminating information to the general public pertaining to the operation of the school system. Unusual situations arise with some frequency requiring discretionary judgment and independent action. Position serves as an administrative extension of the Superintendent and the Board of Education and reports to the Superintendent.

### **MINIMUM TRAINING AND EXPERIENCE**

4 to 6 years of progressively responsible experience in administrative work, including office management, public contact, or education administration required. Any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Bachelor's degree preferred.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Considerable knowledge of philosophies, goals, objectives, and policies of the Superintendent and School Board.
- Considerable knowledge of the organization and current operations of the Durham Public Schools.
- Thorough knowledge of modern office practices and procedures.
- Thorough knowledge of arithmetic, spelling, grammar, punctuation and vocabulary.
- General knowledge of the principles of organization and administration.

- Working knowledge of the principles and practices of education administration.
- Skill in Microsoft Office Suite (word processing, spreadsheet, file maintenance, etc), Google platforms, and other software.
- Ability to learn new technology quickly and easily.
- Ability to research program documents and narrative materials, and to compile reports from information gathered.
- Ability to review documents for accurate information, grammar, style, punctuation and vocabulary.
- Ability to maintain complex schedules, records and files.
- Ability to make minor administrative decisions in accordance with laws, ordinances, regulations and school system policies and procedures.
- Ability to develop and modify work procedures, methods and processes to improve efficiency.
- Ability to type accurately at a moderate rate of speed.
- Ability to communicate effectively orally and in writing.
- Ability to exercise considerable tact and courtesy in frequent contact with school officials and the general public.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.

## **SPECIFIC DUTIES AND RESPONSIBILITIES**

### **ESSENTIAL JOB FUNCTIONS**

- Makes appointments for the Superintendent, and refers people to other staff members as necessary; arranges travel schedules, makes reservations and prepares travel vouchers and expense reports for the Superintendent and/or department personnel.
- Types material from typed or handwritten copy or machine dictation, which requires use of a variety of complicated formats for preparing correspondence, reports, forms and other documents; assumes responsibility for accuracy of spelling, punctuation, format and grammar.
- Writes, edits or coordinates the preparation of reports, agenda items, minutes, or other printed materials; researches content items for precedents, accuracy of content and applicability.
- Screens and routes materials according to content of communications; routing duties require general knowledge of organizational operations and individual staff members assignments and status of work.
- Composes responses to incoming correspondence and composes letters, memorandums, and emails for the Superintendent's review; proofreads materials produced in the department.
- Answers questions and addresses concerns from employees or the public concerning policies, procedures, processes, initiatives, or deadlines; explains the use of records or information.
- Gathers materials for the Superintendent to use for presentations.
- Attends meetings, hearings, or conferences as a participant or as staff.
- Administers assigned special, recurring or regular projects; completes reports as needed.
- Files and retrieves materials based on general knowledge of organization and activities.
- Summarizes information for standard reports; selects data from varied sources.

- Acts as a point of contact for the department; serves and provides information or refers to proper personnel.
- Performs or assists in the performance of administrative details as outlined by a superior.
- Any other related work and duties deemed necessary by the Superintendent.

## **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of automated office machines including computers, copiers, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communications:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

**Language Ability:** Requires the ability to read a variety of correspondence, reports, forms, manuals, etc. Requires the ability to prepare correspondence, reports, forms, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted

with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

#### **DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.