

***KENT SCHOOL DISTRICT
JOB DESCRIPTION***

EXECUTIVE ASSISTANT

REPORTS TO: Chief Officer/Assistant Superintendent or Executive Director

SUPERVISES: None

WORK PERIOD: 12 Months

UNIT CLASSIFICATION: Non-Represented

PRIMARY PURPOSE:

This position's responsibilities are to provide administrative and secretarial support to a chief officer/assistant superintendent or executive director, including specialized program support, promoting positive public relations, and preparing a wide range of correspondence and reports. May serve as office manager.

ESSENTIAL JOB DUTIES:

Serves as liaison between the chief officer/assistant superintendent or executive director and district staff, parents, and the community; listens to issues and offers suggestions or referrals; informs staff and the public of chief officer/assistant superintendent's or executive director's priorities, schedules, and project deadlines; promotes positive public and staff relations.

Formats and types correspondence, forms, and reports, including confidential materials; attends a variety of committee meetings; takes and transcribes dictation; sends and receives fax transmissions; composes materials as requested; proofreads and edits copy; duplicates and distributes materials.

Performs specialized program support functions such as: input and tracking of secondary student sanctions; coordination of school self-study program; supporting a wide variety of committees and special project groups; tracking full-time-equivalents (FTEs) for availability of hours for assignment; coordinating voter registration for the district; assistance in investigation and tracking of employee discipline and legal cases; approving employee leaves; coordinating and taking minutes at collective bargaining sessions; providing contract administration and policy interpretation within established guidelines; and performing other specialized functions as

assigned.

Prepares and monitors budgets; develops spreadsheets; prepares budget reports; prepares requisitions, purchase orders, checks, and budget transfers as needed; reconciles status reports; may research and purchase supplies and equipment for the division or office.

Maintains current knowledge of a variety of rules, laws, and regulations affecting division programs; provides guidance to staff on program requirements.

Provides a variety of research and coordinates special projects as assigned; gathers and collects data; prepares and responds to surveys; prepares materials for board agendas, administrative information, and newsletters; synthesizes data; prepares a variety of specialized reports.

May serve as office manager and supervisor of office support staff; maintains office machines and supplies; coordinates staff needs of the division; provides technical and secretarial training and guidance in procedures, formats, skills, and expectations; may assign and review work.

Maintains chief officer/assistant superintendent's or executive director's calendar; makes travel, conference, and meeting arrangements.

Opens, screens, processes, sorts, and routes mail; tracks responses to assure completion; maintains tickler system to ensure timely actions and responses.

Organizes and maintains records and files of a variety of materials, including confidential matters; ensures confidentiality of designated materials.

OTHER JOB DUTIES

Provides a variety of backup to other executive secretaries in answering and responding to phone calls, providing forms and procedures, and providing peak-load assistance.

Provides a wide variety of administrative support, such as making emergency deliveries, setting up meeting rooms, making arrangements for refreshments, and other support tasks.

Serves as member of the administrative support team of the district; performs related duties consistent with the scope and intent of the position as assigned.

WORKING RELATIONSHIPS:

Reports to assigned chief officer/assistant superintendent or executive director. Interacts daily with administrators, staff, parents, applicants, community agencies, businesses, the media, and the general public.

WORKING CONDITIONS:

May be required to attend evening meetings; required to sit for prolonged periods; visual concentration required; exposed to frequent interruptions; exposed to computer monitor for prolonged periods; required to deal with distraught or angry persons; required to meet critical deadlines.

QUALIFICATIONS:

Knowledge, Skills, and Abilities

Must demonstrate a successful level of the knowledge, skills, and abilities listed below:

Knowledge of general bookkeeping procedures.
Knowledge of correct grammar, spelling, and English usage.
Knowledge of effective secretarial procedures and administrative support.
Knowledge of research techniques.
Ability to troubleshoot and resolve problems.
Ability to communicate effectively.
Ability to maintain strict confidentiality.
Ability to analyze and synthesize information for reports.
Ability to operate a computer and learn the use of specific software programs, including word processing and spreadsheets.
Ability to prepare graphics and presentation materials.
Ability to transcribe dictation.
Ability to format and compose correspondence.
Ability to set up and maintain accurate filing systems.
Ability to coordinate and schedule events.
Ability to make conference and travel arrangements.
Ability to listen to and diffuse or resolve problems and concerns.
Ability to attend to detail and follow tasks through to completion.
Ability to organize and set priorities for work.
Ability to work with limited supervision.
Ability to maintain strict confidentiality.
Ability to establish and maintain effective relationships with staff, parents, community agencies, other outside agencies, and the public.
Skill in telephone and in-person reception.
Skill in effective customer service and public relations.
Skill as a listener and facilitator.
Skill in working under pressure and with interruptions.
Skill in conflict resolution.
Skill in presenting information orally and in writing.
Skill in operating general office machines.
Skill in the use of standard office/business computer programs.

Education and Experience

High school graduation or equivalent with training in secretarial procedures, and four years of increasingly-responsible secretarial experience, including administrative support and public relations; school district experience desirable; or any combination of experience and training which provides the applicant with the knowledge, skills, and ability required to perform the work.

Allowable Substitutions

Advanced training in secretarial and business skills may substitute for up to two years of the required experience on a year-for-year basis.

Licensing and Certification

None.

EVALUATION:

Evaluation responsibilities are assigned to the chief officer/assistant superintendent or executive director.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.

EEO CATEGORY:

Administrative Support

FLSA STATUS:

Non-Exempt

LAST REVISION DATE:

September, 2000