

Santa Maria-Bonita School District EXECUTIVE ASSISTANT TO THE SUPERINTENDENT

BASIC FUNCTION

Under the direction of the Superintendent, serve as a confidential secretary and administrative aide relieving the Superintendent of administrative and clerical detail; perform highly complex, technical, and confidential secretarial and administrative clerical functions.

REPRESENTATIVE DUTIES

Supports the Superintendent, the Board of Education and other assigned administrators for the purpose of providing assistance with their functions and responsibilities **E**; provides effective oral and written communication, and maintains relationships with the members of the Board of Education, county office staff, school district personnel, other county offices, outside agencies, the public, and the news media **E**; keeps the Superintendent apprised of potential problems and concerns **E**; Perform complex duties as confidential secretary to the Superintendent, relieving the Superintendent of a wide variety of administrative details **E**; serve as secretary to the Board of Education **E**; review, plan, organize and participate in the work of the Superintendent's office **E**; maintain Superintendent's calendars **E**; prepare, take and/or transcribe a wide variety of complex documents and materials (e.g. correspondence, agendas, bulletins, memoranda, reports, meeting minutes and other items) and append appropriate information when necessary **E**; prepare, assemble and distribute agendas and notices for Board meetings **E**; attend Cabinet, Board and other meetings **E**; take and prepare minutes for various meetings **E**; prepare appropriate follow-up materials **E**; compile background information, research, and data from a wide variety of diversified sources (e.g. staff, Board members, community organizations, legislature, and government agencies); compose difficult correspondence and memoranda independently or from oral instructions on a variety of matters **E**; Monitor a wide variety of activities on behalf of the Superintendent and the Board of Education (e.g. procedures, policy statements, public relation issues, meeting arrangements, etc.) **E**; compile and type various letters, reports and statistical data as directed **E**; maintain records management system including retention and destruction **E**; establish and maintain manual and electronic confidential and complex files and records while ensuring information is organized, readily available, and remains secure **E**; receive, sort, read, route and respond to mail as appropriate **E**; receive, and screen and/or respond to a wide variety of telephone calls and visitors **E**; train, review and provide technical input into the performance evaluation of secretarial staff of the Superintendent's office **E**; assign duties **E**; maintain contacts on behalf of the Superintendent and the Governing Board with outside groups and special organizations **E**; operate a variety of office equipment and machines, such as a typewriter, computer, printer, fax machine and various copy machines **E**; Process a wide variety of complex documents and materials including but not limited to: assist in compiling and preparing budget materials; prepare requisitions for supplies as directed by the Superintendent or Governing Board; follow up on Board actions as necessary; interpret policies, regulations, and procedures to District personnel and the educational community **E**; Communicate with other departments, administrators and outside agencies to coordinate activities, exchange information and resolve issues or concerns **E**; Review and maintain Board bylaws, policies, and procedures as necessary and submit to various departments for updating **E**; Draft, prepare necessary resolutions for the Board, record and maintain Board Resolutions **E**; Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:

Procedures, methods, strategies, and techniques pertaining to the operation of the Superintendent's office;
Principles, goals, and objectives of a public education system;
Standard office practices, procedures and equipment;
Principles, methods, and procedures of organization, supervision, and employee motivation;
Legal mandates, policies, regulations, and procedures which govern the District operational process;
Correct English usage, spelling, grammar, and vocabulary;
Manuscript and report formatting;
Effective and efficient communication techniques, strategies, and procedures.

(continued)

Ability to:

Coordinate, direct, and expedite the production of a variety of documents and materials;
Effectively and efficiently perform highly responsible clerical, secretarial, and administrative assistant functions and activities;
Expediently abstract, compile, and prepare comprehensive reports;
Communicate effectively both orally and in writing;
Establish and maintain a complex data management, storage, and retrieval system;
Type 70 words per minute;
Understand and follow oral and written directions;
Bilingual preferred;
Establish and maintain cooperative relationships and maintain a calm, tactful, and diplomatic manner.

EDUCATION AND EXPERIENCE

Any combination equivalent to: Associate's or higher degree in public administration, organizational management, or public relations and five years of increasingly responsible executive secretarial or administrative aide experience. Additional experience over 5 years may be considered in place of an Associate degree.

WORKING CONDITIONS

Environment:

Office environment.

Work during evening hours to attend regular and special Board of Education meetings, other meetings and conferences as assigned

Physical Abilities:

Hearing and speaking to exchange information;
Dexterity of hands and fingers to operate standard office equipment;
Kneeling or crouching, reaching overhead, above shoulders and horizontally and bending at the waist to store and retrieve files;
Sitting for extended periods of time;
Seeing to read and assure accuracy of typed and handwritten materials;
Lifting light objects.

Hazards:

Contact with dissatisfied or abusive individuals.

Confidential Range 44

Approved: 02/25/98

Revised: 12/14/22