

William S. Hart Union High School District

Position Description

Position: Executive Assistant to the Superintendent and Governing Board - Confidential	Confidential Position
Job Family: Secretarial/Clerical	FLSA: Non-Exempt
Approved by: Personnel Commission, May 26, 2010 Revised: January 14, 2015	Salary Range: C-20

Summary

Under the direction of the Superintendent, plans, organizes, coordinates, and performs executive office functions that support the Superintendent and Board of Education. Coordinates and performs a variety of advanced and complex, and highly confidential secretarial and administrative duties for the Superintendent's office. Organizes and oversees the executive office area. Serves as a representative of the Superintendent's office. Maintains confidentiality in matters pertaining to employer-employee relations/negotiations, Governing Board, pupil or controversial issues.

Distinguishing Career Features

The Executive Assistant to the Superintendent is recognized as a professional-level office coordinator, assisting the Superintendent and administrators in the leadership of the District. The position serves as a team leader over executive office functions as well as a confidential assistant to the Superintendent. The incumbent is expected to apply specialized and technical knowledge and skills, such as those required for reports, correspondence, research, fact-finding, and outreach. The position exercises considerable independence of action in routine administrative and Board matters, preparing reports, and correspondence, handling complaints from the public or employees and other matters of similar complexity. The position requires the ability to exercise discretion and judgment in disseminating information, explaining policies, regulations, and procedures and speaking for the Superintendent in personal contacts and in telephone conversations. Advancement to this position is based on need, compliance with the stated qualifications, and a demonstrated ability to organize and manage an executive office and facilitate Board of Education proceedings.

Essential Duties and Responsibilities

- Coordinates and provides complex, highly confidential administrative services for the Superintendent and Board including but not limited to communications, agenda, meetings, and official proceedings, secretarial support, and outreach.
- Maintain the Superintendent's schedule. Takes requests from employees, parents and community. Determines urgency of need and determines availability or checks with Superintendent. Schedules appointments. Follows-up to ensure Superintendent has necessary materials/information.
- Responds to parent and/or community inquiries. Works with schools and administrative departments to resolve concerns of parents and community that have been directed to the Superintendent.
- Assures that the Board of Education is prepared for all official and unofficial proceedings with up-to-date information and background data. As primary administrator of an online Board agenda system, develops complete agendas and documentation, composes agenda items, develops accurate schedules, and coordinates meeting room support.
- Coordinates logistics for Board of Education meetings, conferences, and related

activities. Arranges for sites, times, participation, and support.

- Attends and records proceedings from Board of Education meetings and other official and unofficial proceedings. May attend and perform the same scope of work on confidential or sensitive meetings such as executive reviews or legal matters. Prepares and reviews minutes prepared by others from proceedings to assure quality and proper grammar.
- Researches, writes, and revises policies as directed. May ensure Board of Education Policy manual is maintained and current.
- Oversees the executive office and provides supervision to assigned clerical support staff, ensuring timely dispatch of calls and inquiries, completion of internal and external communications, and clerical services. Oversees office workload to comply with established schedules and meetings.
- Takes information requests from Board members, staff, and community that are directed to the Superintendent. Determines urgency of need and determines availability or checks with Superintendent.
- Composes difficult and complex professional correspondence independently on a variety of matters. Records, compiles, and distributes recollections from executive and other confidential proceedings. Prepares correspondence for Superintendent signature.
- Coordinates preparation of publications, reviewing draft documents and materials before publishing. Prepares graphical presentations.
- Maintains contact with local media, employee groups, civic organizations, legal counsel, and government agencies on Superintendent's behalf. Collects and disseminates information.
- Receives, evaluates, and resolves or alerts the Superintendent to internal and public relations matters affecting the district, including those of a most urgent and sensitive nature.
- Performs special projects and prepares various reports, including those required by oversight agencies on behalf of the Board of Education and the Superintendent.
- Acts as designated County-District-School (CDS) Coordinator.
- Interfaces with legal counsel and other professionals retained by the Superintendent regarding interpretation of and determination of action on specific issues/matters.
- Assists in the development of, and administers the budget for the executive office.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills

- In-depth knowledge of office practices, procedures, and equipment, including filing and communication systems, receptionist and telephone techniques, and letter and report writing.
- In-depth knowledge of the mission, functions, policies, rules, regulations, and objectives of the District.
- Working knowledge of the strategies, techniques, and principles of public relations and external communications.
- In-depth knowledge of the Education Code, Board of Education rules, processes, and authorities, public meeting laws, conflict of interest policies, and rules of order.
- In-depth knowledge of those activities associated with executive office staff

administration, and confidential record keeping.

- Working knowledge of personal computer based software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, special applications used in education, and data entry screens used with custom databases.
- Advanced technical knowledge of and skill at using proper English usage, grammar, spelling, and punctuation.
- Sufficient math skills to administer budgets, and understand reports containing financial and demographic information.
- Well-developed human relations skills to prepare and make public presentations, facilitate group processes, resolve problems and confrontations, and convey technical or policy details to general audiences.

Abilities

- Independently perform all of the duties of the position.
- Supervise and coordinate complex office and administrative support functions.
- Interpret and prepare complex policies.
- Learn, interpret, explain, and apply knowledge of District operations, programs, functions and special industry terminology.
- Maintain confidential data and information for Superintendent and Board of Education.
- Prepare spreadsheets, graphs and charts, and enter, import, and export data to and from databases.
- Plan, organize, prioritize, delegate and review work in order to meet schedules and timelines.
- Analyze situations and implement the appropriate actions or response.
- Write professional reports and compose correspondence.
- Communicate with a wide range of contacts within and outside the District with professionalism, courtesy, and sensitivity to diversity.

Physical Abilities

- Function indoors in an office environment engaged in work of primarily a sedentary nature.
- Ambulatory ability to sit for extended periods of time, to utilize microcomputers and peripheral equipment, and to move about various campus locations.
- Use near vision to read printed materials.
- Auditory ability to carry on conversations in person and over the phone.
- Retrieve work materials from overhead, waist, and ground level files.
- Sustained repetitive motions and manual and finger dexterity to write, use a pointing device, keyboard at an advanced rate (60 w.p.m.), effective note taking (100 w.p.m.), operate microcomputer, and operate other office equipment.
- Attend evening and off-site meetings.

Education and Experience

Associate's Degree in business or related field and eight years of experience supporting senior-level administrators in education administration, public administration and/or public affairs roles. Additional related experience may be substituted for higher education on the basis of one year of experience for one year of college.

Licenses and Certificates

A valid driver's license.

Working Conditions

Work is performed indoors where minimal safety considerations exist. May be subject to constant interruptions.

