

Executive Assistant - Confidential

Purpose Statement

The job of Executive Assistant - Confidential is done for the purpose/s of assisting the Superintendent in the daily operation of the County Office of Education in implementing, directing and maintaining of District programs by providing a wide variety of complex and confidential administrative and secretarial support; analyzing requests and providing recommendations for action; providing training and work direction for staff; and communicating information on behalf of YCOE and the governing board to its staff, other districts, public agencies, etc.

This job reports to Superintendent

Essential Functions

Attends Board meetings, public hearings and work sessions (e.g. boundaries and redistricting, organizational meetings, charter school appeals, etc.) for the purpose of providing information, recording and preparing minutes, coordinating materials distribution and/or supporting the needs of attendees.

Compiles data from a wide variety of diversified sources (e.g. staff members, Board Members, community organizations, government agencies, collective bargaining agreements, union negotiations, contracts, district elections, etc.) for the purpose of preparing reports, making recommendations; and/or preparing information for assigned administrator.

Coordinates a wide variety of projects, activities and/or events for the Superintendent and Board (e.g. meetings, receptions, luncheons, workshops, travel/accommodations, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.

Maintains a wide variety of complex manual and electronic documents files and records (e.g. contacts, time sheets, legislative information, databases, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.

Monitors a variety of activities on behalf of assigned Administrator (e.g. Board procedures, public relations issues, meeting arrangements, account balances, etc.) for the purpose of achieving goals and meeting target dates in compliance with established guidelines and regulatory requirements.

Participates in a variety of meetings, workshops, and/or trainings (e.g. county office programs, activities and issues; coordination of office work flow; implementation of policies and procedures, etc.) for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.

Prepares a wide variety of complex written materials (e.g. correspondence, resolutions, agendas, minutes, event programs, bulletins, reports, etc.) for the purpose of communicating information and/or creating documentation in compliance with established guidelines.

Processes a wide variety of complex documents and materials (e.g. time sheets, work orders, requisitions, travel reimbursements, budget transfers, etc.) for the purpose of disseminating information in compliance with administrative guidelines and/or regulatory requirements.

Procures supplies and equipment for the purpose of maintaining availability of required items.

Reconciles account balances for assigned budget categories (e.g. purchase orders, budget transfers, etc.) for the purpose of maintaining accurate account balances.

Represents the Office of the Superintendent in the Superintendent's absence for the purpose of addressing matters that require immediate attention by referring matters to the Superintendent Designee.

Researches a variety of topics (e.g. current practices, policies, education codes, board agenda items, parental complaints, legal updates, etc.) for the purpose of providing information and/or recommendations and/or addressing a variety of administrative requirements.

Responds to a wide variety of calls, concerns and/or complaints for the purpose of resolving problems, providing information and/or referring to appropriate personnel.

Schedules a wide variety of activities (e.g. appointments, meetings, travel reservations/accommodations, facility usage, etc.) for the purpose of making necessary arrangements for the Superintendent, other administrators and/or board members.

Supports Superintendent and Governing Board for the purpose of providing assistance with their functions and responsibilities.

Other Functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; planning and managing projects; preparing and maintaining accurate records; and utilizing delegated authority.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: school district operations and philosophy; concepts of grammar and punctuation; and business telephone etiquette.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working with constant interruptions; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. The job is performed in a generally hazard free environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Targeted, job related education with study in job-related area.

Equivalency:

Required Testing:

Certificates and Licenses

Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training:

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

6/21/2017

Salary Grade

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