

## **EXECUTIVE ASSISTANT**

### **JOB SUMMARY**

This is a one-position class reporting to the District Superintendent to perform highly complex, responsible, and confidential work for the Superintendent and Board of Trustees. Coordinates the support services of the Superintendent's Office and serves as liaison between the Superintendent and the district management staff, other district employees, and the community; relieves the Superintendent of administrative detail; supervises other secretarial and clerical staff assigned to the Superintendent's Office; interprets Board Policy and administrative regulations; performs other related work as required.

### **ESSENTIAL FUNCTIONS**

- Serves as office manager responsible for the effective and efficient operation of the Superintendent's office;
- Assists the Superintendent in the performance of administrative responsibilities;
- Supervises and coordinates the clerical work flow for the Superintendent's office and the Board of Trustees;
- Coordinates the compilation, assembly, and distribution of Board Meeting packets;
- Serves as recording secretary at regular and special meetings of the Board of Trustees;
- Prepares the unadopted minutes of regular and special meetings of the Board of Trustees;
- Prepares Board Highlights of regular and special meetings of the Board of Trustees;
- Maintains the official minutes of the meetings of the Board of Trustees;
- Keeps appropriate staff informed of Board requests and actions ensuring proper follow-up and follow-through;
- Coordinates and supervises the distribution of Board adopted resolutions, board policies and regulations, and other legal documents;
- Composes follow-through correspondence on own initiative relative to action by the Board of Trustees;
- Coordinates the arrangements for the attendance of the Superintendent and members of the Board of Trustees at meetings and conferences, including transportation, housing accommodations and itineraries;
- Responsible for Board policy updates, reproduction and distribution following Board approval of same;
- Screens, routes, and responds to routine communication and correspondence;
- Assists in maintaining positive district, community, and school employee relations;
- Serves as liaison for the Superintendent and members of the Board of Trustees in dealing with district employees and the community;
- May provide input in the evaluation of clerical staff under the supervision of the Superintendent;
- Serves as resource for district staff;
- Confers with Superintendent on complex and/or confidential issues;
- Prepares, coordinates and compiles material for various meetings and workshops with minimum direction;
- Reviews for accuracy all outgoing correspondence and materials prepared by other staff members under the supervision of the Superintendent;
- Assists in gathering and analyzing of facts and arrives at reasonable conclusions;
- Maintains a complex filing system which allows for quick recovery of needed documents;
- Responds to questions regarding Education Code, Board policies and regulations;
- Maintains a positive working relationship with the Board of Trustees, members of the community, supervisors, subordinates, peers, and students;
- Handles difficult situations under stressful conditions using tact, diplomacy, poise, and maturity;
- Performs difficult and responsible work with accuracy and speed;
- Receives and transcribes from equipment or in person various correspondence.

### **EMPLOYMENT STANDARDS**

#### **EDUCATION**

High school diploma plus two (2) years of college level training in office management or administration is preferred.

#### **EXPERIENCE**

Five (5) years of responsible secretarial experience - including two years of experience as a secretary to a key school district administrator, requiring the supervision or coordination of other office personnel. Alternative combination of education or experience may be determined to be equivalent.

## HEMET UNIFIED SCHOOL DISTRICT

### EXECUTIVE ASSISTANT (Continued)

#### EMPLOYMENT STANDARDS

##### KNOWLEDGE OF

- Organization, collection and storage of data;
- Modern Office methods and practices, including letter and report writing;
- Correct English usage spelling, grammar and punctuation;
- Use of Office equipment including word processing and other computer software programs.

##### ABILITY TO

- Perform a variety of administrative work involving the use of independent judgment and requiring speed and accuracy;
- Perform job assignments with numerous interruptions;
- Learn policies and specific rules and apply them with good judgment;
- Prepare and maintain accurate and complete records and reports;
- Compose correspondence independently;
- Prepare letters and reports in draft and final form;
- Use presentation software, (desirable);
- Respond to routine correspondence on behalf of the Superintendent;
- Type/enter data at a rate of 60 words per minute with accuracy;
- Understand and carry out oral and written instructions;
- Respond appropriately to direction and changes in work setting;
- Make work decisions;
- Work with minimal supervision;
- Perform repetitive tasks and complex tasks;
- Work cooperatively with school board members, district employees, and public.

##### REQUIRED LICENSES AND/OR CERTIFICATES

- Possession of a valid and appropriate California Driver's License and maintain possession of such license during the course of employment;
- Have an acceptable driving record;
- Must be insurable at standard rates by District's insurance carrier and maintain such insurability during the course of employment.

##### PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

**Physical Demands:** Sitting (up to continuously); stand, walk, bend, stoop, look up/ down (occasionally); push, pull, twist, squat, climb stairs (infrequently); repetitive hand activities within close reach, such as keyboard, mouse, handwriting, files & phone (continuously); lift/ carry office supplies, up to 10 pounds (occasionally), to 30 pounds (infrequently); use seeing, hearing and speaking.

**Working Conditions:** Indoor office setting; exposure to usual office sounds, office dust and (possible) odor of perfume, deodorizer or disinfectives.

Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

##### EMPLOYMENT STATUS

Classified Management Position.