

MODESTO CITY SCHOOLS

JOB DESCRIPTION

EXECUTIVE ASSISTANT-BOARD OF EDUCATION

DEFINITION:

Under the direction of the Superintendent, perform highly responsible and confidential secretarial and administrative assistant duties to relieve the Board of a variety of administrative details; interpret policies and regulations to officials, staff and the public; maintain confidentiality of sensitive and privileged information.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform highly responsible duties as the primary and confidential secretary to the Board, relieving the administrators of a variety of secretarial and administrative details; maintain confidentiality of privileged and sensitive information; maintain confidentiality regarding issues related to negotiations and collective bargaining matters.
- Receive, screen and route telephone calls; greet and assist visitors; refer callers or visitors to appropriate staff members; take and relay messages; respond to requests, complaints and questions from officials, staff and the public; interpret policies and regulations to officials, staff and the public.
- Coordinate and schedule various appointments and meetings; make travel arrangements for assigned personnel accordingly; reserve facilities; process travel reimbursements and conference registration for Board members according to established procedures; maintain and coordinate the Board's calendar; prepare and disseminate calendar of events; coordinate and arrange special events and activities for the Board as assigned.
- Compose correspondence independently on a variety of matters including those of a confidential nature; compile and type various letters, forms, reports, contracts, packets, statistical data, memoranda, bulletins, newsletters, notices, vouchers, lists and other materials as directed; prepare, format, edit, proofread and revise written materials.
- Prepare Board-related notices, reports, presentations and agendas as assigned; record and transcribe Board meeting minutes; prepare and transmit minutes, updated records, statements, documents and reports to appropriate personnel according to established procedures.
- Input a wide variety of data into an assigned computer system; maintain automated files and records; create queries and generate a variety of computerized lists and reports; assure timely distribution and receipt of a variety of records and reports to other offices or agencies accordingly; assure accuracy of input and output data.
- Prepare and maintain a variety of complex lists and records related to student information, personnel, financial activity and assigned duties, including those of a confidential nature; establish and maintain filing systems.
- Monitoring designated budgets and assure assigned accounts are accurate and expenditures are within federal or State requirements; assist with the preparation of budget requests; collect and account for fees as assigned; initiate budget transfers as directed; submit purchase orders according to established procedures; assist with ordering materials as assigned.
- Assist with special projects and prepare various forms and reports on behalf of the Board as assigned; attend to administrative details on special matters as assigned; perform varied duties related to the Board's area of responsibility and assigned programs.
- Operate a variety of standard office equipment including a computer and assigned software.
- Communicate with other departments, administrators and outside agencies to coordinate activities, exchange information and resolve issues or concerns.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and three years of increasingly responsible secretarial or administrative assistant experience.

Licenses and other Requirements

- Typing certificate evidencing an ability to keyboard at a net rate of 55 words per minute.

Knowledge of:

- Functions and secretarial operations of an administrative office.
- Organizational operations, policies and objectives.
- Applicable laws, codes, regulations, policies and procedures.
- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Budgeting practices regarding monitoring and control.
- Methods of collecting and organizing data and information.
- Business letter and report writing, editing and proofreading.
- Basic public relations techniques.
- Operate a variety of standard office equipment including a computer and assigned software.

Ability to:

- Perform highly responsible and confidential secretarial and administrative assistant duties to relieve the Board of a variety of administrative details.
- Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
- Organize complex material and summarize discussions and actions taken in report form.
- Compile and prepare comprehensive reports concerning a broad spectrum of subject matter.
- Compose effective correspondence independently.
- Maintain a variety of complex and confidential files and records.
- Assure efficient and timely completion of office and program projects and activities.
- Understand and resolve issues, complaints or problems.
- Type or input data at an acceptable rate of speed.
- Take and transcribe dictation at an acceptable rate of speed.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Plan and organize work.
- Meet schedules and time lines.
- Prioritize and schedule work.
- Work independently with little direction.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.

WORKING CONDITIONS:

Work Environment:

- Indoor/Office environment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information in person or on the telephone.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Bending the waist, kneeling or crouching to file materials.
- Reaching overhead, above the shoulders and horizontally to file and retrieve materials.
- Lifting and carrying light objects.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Cabinet Approved: 10/16/12

Board Approved: 11/13/12

FLSA Status: Non Exempt