

MODESTO CITY SCHOOLS

JOB DESCRIPTION

EXECUTIVE ASSISTANT – BUSINESS SERVICES

DEFINITION:

Under the direction of the Associate Superintendent of Business Services/Chief Business Official, perform highly responsible and confidential secretarial and administrative duties to support the Associate Superintendent in a variety of administrative details; interpret policies and regulations to officials, staff and the public; plan, coordinate and organize office activities and flow of communications and information for the assigned administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform highly responsible duties as the primary and confidential secretary to the Associate Superintendent, relieving the administrator of a variety of secretarial and administrative details; plan, coordinate and organize office and department activities and flow of communications for the administrator; maintain confidentiality of privileged and sensitive information.
- Plan, coordinate and determine Business Services project requirements, timelines and provisions; identify potential challenges in meeting project completion; deliver proactive and effective solutions to satisfy expectations of the Associate Superintendent, Superintendent, Board of Education and community.
- 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 Board of Education agenda items, Board resolutions, and Board notes.
- Prepare division/department agendas and transcribe minutes into clear, concise final form; prepare, format, edit, proofread and revise written materials.
- Review consultant contracts for legal language and supplemental required documents, including proof of insurance, fingerprinting certification and related documents.
- Prepare complex reports requiring research, calculation and assembly of data and/or materials for distribution to the Board of Education and District staff, agencies and community organizations.
- Assist in reviewing and revising as needed Business Services division policies, regulations and procedures; prepare and distribute new and revised Board Policies and Administrative Regulations based on information obtained from the California School Boards Association to District personnel quarterly and on an as-needed basis; coordinate Board agenda items for all departments in the division.
- 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, representing the Associate Superintendent by phone and written communication; interpret policies and regulations to officials, staff and the public.
- Coordinate and schedule various appointments and meetings; make travel arrangements; reserve facilities; prepare and ensure proper completion of reimbursement forms; maintain and coordinate the Associate Superintendent's calendar; prepare and disseminate calendar of events; coordinate and arrange special events and activities for the Associate Superintendent.
- Research and compile a variety of information; compute statistical information for various federal, State and local reports; process and evaluate a variety of forms and applications related to assigned functions; duplicate materials as necessary.
- Receive sort and route incoming correspondence; review and determine priority of incoming mail; compose replies independently or from oral direction; prepare notices, packets and informational materials for mailing.
- Attend a variety of meetings; prepare related notices, reports, presentations and agendas; record and transcribe minutes; prepare and distribute minutes, updated records, statements, documents and reports to appropriate personnel.

- 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; ensure timely distribution and receipt of a variety of records and reports; ensure accuracy of input and output data.
- Maintain designated budgets and ensure assigned accounts are accurate and expenditures are within federal or State requirements; collect and account for fees; initiate budget transfers as directed.
- Perform special projects and prepare various forms and reports on behalf of the Associate Superintendent; attend to administrative details on special matters as assigned; perform varied duties related to the Associate Superintendent's area of responsibility and assigned programs.
- Communicate with other departments, administrators and outside agencies to coordinate activities, exchange information and resolve issues or concerns.
- Prepare, type and process requisitions according to established guidelines; order, receive and maintain inventory of supplies and equipment in accordance with established guidelines.
- Obtain and provide information, records and materials to staff and the public where judgment, knowledge and interpretation of policies and regulations and organizational functions and programs are required; verify information for staff and outside agencies as requested.
- Operate a variety of standard office equipment including a computer and assigned software.
- Develop and implement office procedures to ensure complete and timely operations; create office forms which facilitate work flow.
- Train and provide work direction and guidance to assigned personnel as directed.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school supplemented by college-level course work in secretarial science or related field and five 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.

DESIRED QUALIFICATIONS:

- Knowledge of school operation, policies, regulations and procedures.
- Two years college course work or training in secretarial, clerical, bookkeeping, accounting, or general office procedures skills, including computer data entry.

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.

- Operation of a variety of standard office equipment including a computer and assigned software.

Ability to:

- Perform highly responsible and confidential secretarial and administrative Associate duties to relieve the Associate Superintendent of a variety of administrative details.
- Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
- Plan, coordinate and organize office activities and flow of communications and information for the assigned administrator.
- 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.
- Ensure efficient and timely completion of office and program projects and activities.
- Understand and resolve issues, complaints or problems.
- Type and input data 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/Outdoor environment.
- Constant Interruptions.

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.

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: 1/31/2013

Board Approved: 2/25/2013

FLSA Status: Non-Exempt