

MODESTO CITY SCHOOLS

JOB DESCRIPTION

EXECUTIVE ASSISTANT-EDUCATIONAL SERVICES

DEFINITION:

Under the direction of the Associate Superintendent, Educational Services, perform highly responsible and confidential secretarial and administrative assistant duties to relieve the Associate Superintendent of 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; monitor and maintain assigned budgets and accounts and perform related duties; maintain confidentiality of sensitive and privileged information.

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 regarding issues related to negotiations and collective bargaining matters.
- 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.
- Compose a wide variety of correspondence independently on behalf of the Associate Superintendent including those of a confidential nature; compile and type various letters, forms, reports, contracts, statistical data, lists and other materials as assigned; prepare, format, edit, proofread and revise written materials.
- Obtain and provide information 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; perform research as needed to assist with responses to grievances and legal issues.
- Monitor and maintain designated budgets and ensure assigned accounts are accurate and expenditures are within federal or State requirements; assist personnel with specific budget questions; initiate budget transfers as directed; assist supervisor with development of the division budget.
- Assist with reviewing and revising Educational Services Division policies, regulations and procedures as needed.
- Coordinate and schedule various appointments and meetings; make travel arrangements as assigned; reserve facilities as assigned; 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.
- Prepare Board of Education agenda items as directed; prepare Associate Superintendent's cabinet agenda items and distribute minutes to appropriate personnel; prepare related contracts and signatures for board items 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; ensure timely distribution and receipt of a variety of records and reports; ensure accuracy of input and output data.
- Prepare and maintain a variety of complex lists and records related to division information, personnel, financial activity and assigned duties, including those of a confidential nature; maintain and check accuracy of District substitute log information; establish and maintain filing systems.
- Communicate with other departments, administrators and outside agencies to coordinate activities, exchange information and resolve issues or concerns.
- Operate a variety of standard office equipment including a computer and assigned software.
- 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 four years of increasingly responsible secretarial or administrative assistant experience.

DESIRED QUALIFICATIONS:

- Two years of college-level course work or training in secretarial, clerical, bookkeeping, accounting, or general office procedures skills, including computer data entry.

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

Ability to:

- Perform highly responsible and confidential secretarial and administrative 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.
- Operate a variety of office equipment including a computer and assigned software.
- Establish and maintain cooperative and effective working relationships with others.
- Type and input data at an acceptable rate of speed.
- Analyze situations accurately and adopt an effective course of action.
- Plan and organize work.

- Meet schedules and timelines.
- Prioritize and schedule work.
- Complete work with many interruptions.
- Work independently with little direction.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.

WORKING CONDITIONS:

Work Environment:

- Indoor/Office 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.
- 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: 1/31/13

Board Approved: 2/25/13

FLSA Status: Non Exempt