

# MODESTO CITY SCHOOLS

## JOB DESCRIPTION

### EXECUTIVE ASSISTANT-SUPERINTENDENT

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#### **DEFINITION:**

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

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Perform highly responsible duties as the primary and confidential secretary to the Superintendent, relieving the Superintendent of a variety of secretarial and administrative details; office and department activities and flow of communications for the Superintendent; 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, representing the Superintendent by phone and written communication; interpret policies and regulations to officials, staff and the public.
- Compose correspondence independently on a variety of matters including those of a confidential nature; compile and type various letters, forms, reports and other materials as directed; prepare, format, edit, proofread and revise written materials.
- Attend a variety of meetings and compile related notices, reports and agendas; record and transcribe minutes; prepare Board and Cabinet meeting agendas and minutes; prepare General Staff Meeting agenda as assigned.
- Coordinate and schedule various appointments and meetings for the Superintendent and assigned personnel; make travel arrangements; reserve facilities; prepare and ensure proper completion of reimbursement forms; maintain and coordinate the Superintendent's calendar; prepare and disseminate calendar of events as assigned.
- 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 student information, personnel, financial activity and assigned duties, including those of a confidential nature; establish and maintain filing systems.
- Monitor designated budgets and ensure assigned accounts are accurate and expenditures are within federal or State requirements; assist Superintendent with office budget planning as assigned; compile data for Superintendent and Board of Education Budgets; initiate budget transfers as directed.
- Prepare, type and process requisitions according to established guidelines; order, receive and maintain inventory of supplies and equipment in accordance with established guidelines.
- Receive, sort and route incoming correspondence; review and determine priority of incoming mail.
- Perform special projects and prepare various forms and reports on behalf of the Superintendent as assigned; perform varied duties related to the superintendent's area of responsibility and assigned programs.
- Communicate with other departments, administrators, parents 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.

**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 75 words per minute.

**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.

**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.
- 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 assistant duties to relieve the Superintendent 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.
- Ensure efficient and timely completion of office and program projects and activities.
- Understand and resolve issues, complaints or problems.
- Take and transcribe dictation.
- Type and input data at an acceptable rate of speed.
- Operate a variety of office equipment including a computer and assigned software.
- 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 timelines.
- 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**