

## **CONTRA COSTA COUNTY OFFICE OF EDUCATION**

### **CLASS TITLE: EXECUTIVE ASSISTANT TO THE SUPERINTENDENT**

#### **BASIC FUNCTION:**

Under the direction of the County Superintendent of Schools, 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; plan, coordinate and organize office activities, public relations and flow of communications and information for the Superintendent.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Perform highly responsible duties as the primary and confidential secretary to the Superintendent, relieving the Superintendent of a variety of secretarial and administrative details; plan, coordinate and organize office and department activities and flow of communications for the Superintendent; maintain confidentiality of privileged and sensitive information.

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 the media, parents, legislators, district superintendents, education/business community, staff and the public, representing the Superintendent by phone and written communication including e-mail; interpret laws, rules, policies and regulations as needed.

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, fliers and other materials as directed; prepare, format, edit, proofread and revise written materials.

Maintain and coordinate the Superintendent's calendar of appointments; prepare and disseminate calendar of events; coordinate and arrange special events and appearances for the Superintendent; create, alter, adjust or delete appointments and meetings with legislators, district superintendents, education/community leaders and organizations, Cabinet, staff members and the public.

Coordinate the Superintendent's seminar and conference travel arrangements; make air and ground travel, and hotel arrangements as needed; organize conference registration activities.

Coordinate and organize public relations and related activities for the Superintendent; prepare and assure access of a variety of documents, files and other paperwork for the public; represent and develop a positive image of the Superintendent through office and personal community contacts; communicate with a variety of agencies and members of the community to enhance public relations.

Receive, sort and route incoming correspondence including e-mail; review and determine priority of incoming mail; compose replies independently or from oral direction; prepare notices, packets and informational materials for mailing.

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Oversee and participate in various aspects of the Employee Recognition and Retirement Program; create and maintain database of annual award winners; order, distribute and invoice payment of awards; participate in organizing the presentation of awards to personnel at Board meetings.

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.

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; assure accuracy of input and output data.

Maintain designated budgets and assure assigned accounts are accurate and expenditures are within federal or State requirements; collaborate with the Superintendent on the annual budget; make adjustments and changes as directed.

Attend a variety of meetings and events and represent the Superintendent at meetings as directed; serve on interview panels as requested by districts or other educational organizations.

Perform special projects and prepare various forms and reports on behalf of the Superintendent; attend to administrative details on special matters as assigned; perform varied duties related to the superintendent's area of responsibility and assigned programs.

Operate and maintain a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software; arrange for equipment repairs as needed.

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.

Develop and implement office procedures to assure complete and timely operations; create office forms which facilitate work flow.

**OTHER DUTIES:**

Conduct quarterly meetings of the Board of Superintendent's Secretaries (BOSS) to discuss confidential issues specific to their positions and to provide workshops and materials to benefit in professional development.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**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 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.  
Plan, coordinate and organize office activities, public relations and flow of communications and information for the Superintendent.  
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.  
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 time lines.  
Prioritize and schedule work.  
Work independently with little direction.  
Work confidentially with discretion.  
Communicate effectively both orally and in writing.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by college-level course work in secretarial science or related field and nine years of increasingly responsible secretarial or administrative assistant experience involving frequent public contact.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Constant interruptions.

**PHYSICAL DEMANDS:**

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.