

CONTRA COSTA COUNTY OFFICE OF EDUCATION

CLASS TITLE: EXECUTIVE ASSISTANT II

BASIC FUNCTION:

Under the direction of the Assistant or Associate Superintendent, perform complex and responsible secretarial and administrative assistant duties to relieve the Assistant or 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; maintain confidentiality regarding issues related to negotiations and collective bargaining matters.

DISTINGUISHING CHARACTERISTICS:

The Executive Assistant II reports to the Assistant or Associate Superintendent. This classification requires thorough knowledge of County Office organization, operations, policies and procedures. The Executive Assistant II performs highly responsible executive assistance in the office of an Assistant or Associate Superintendent.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform complex and responsible duties as the primary executive assistant to the Assistant or 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.

Serve as liaison and technical resource between the Assistant or Associate Superintendent's Office, other County Office staff, board members, the California Department of Education, school sites, parents and the community; 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 Assistant or Associate Superintendent by phone and written communication; interpret Education Codes, policies and regulations to officials, staff and the public.

Compose correspondence independently on a variety of matters; 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.

Coordinate and schedule various appointments and meetings; make travel arrangements; reserve facilities; maintain and coordinate the Assistant or Associate Superintendent's calendar; prepare and disseminate calendar of events; coordinate and arrange special events and activities for the Assistant or Associate Superintendent.

Receive, sort and route incoming correspondence; review and determine priority of incoming mail;

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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 as assigned by the position; prepare and distribute minutes, updated records, statements, documents and reports to appropriate personnel.

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; compile data for budget preparation and assist in the planning and development of program budgets; monitor accounts and reconcile expenses; research, track and resolve discrepancies; initiate budget transfers as directed.

Participate in establishing and updating Board policy and regulations with the Board Policy Committee; maintain Board policy and regulations files and binders as appropriate.

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 interrelated filing systems; maintain annual renewal of certificates of insurance and process requests as needed.

Assure compliance with Education Code guidelines in areas related to coordinating the process for Governing Board elections, bond measures and parcel taxes, and processing school district reorganization petitions and charter school petitions.

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, vendors and outside agencies to coordinate activities, exchange information and resolve issues or concerns.

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.

Provide secretarial support for committees, task forces and other special groups; schedule and attend related meetings; prepare agendas, minutes and related documents; distribute materials to appropriate personnel.

OTHER DUTIES:

Assist other administrative or executive assistants as needed.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Thorough knowledge of County Office organization, operations, policies and procedures.
Functions and secretarial operations of an administrative office.
Applicable laws, Education Codes, regulations, policies and procedures related to assigned activities.
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 complex and responsible secretarial and administrative assistant duties to relieve the Assistant or 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.
Analyze and interpret Education Codes, policies and regulations to officials, staff and the public.
Compose effective correspondence independently.
Maintain confidentiality of privileged and sensitive information.
Assure efficient and timely completion of office and program projects and activities.
Understand and resolve issues, complaints or problems.
Take and transcribe dictation 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 time lines.
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 eight 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.