

## North Monterey County Unified School District

### POSITION DESCRIPTION

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| Position Title: | <b>Executive Assistant (Confidential) – Superintendent and Board of Education</b> |
| Salary:         | Classified Confidential – Grade I-A   |
| Calendar:       | 12 Month  |
| Reports to:     | Superintendent  |

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#### **SUMMARY:**

Under direction of the Superintendent, the Executive Assistant serves as the support and to the Superintendent and the Board of Education and provides assistance to the community on matters related to the Superintendent, the Board of Education to include providing information regarding the district schools and programs.

Performs highly responsible and confidential administrative and executive assistant duties to relieve the Superintendent of a variety of administrative details; plans, coordinates and organizes office activities and information for the Board and Superintendent; serves as executive assistant and confidential secretary for the Superintendent and Board of Trustees; serves as recording secretary to the Board of Trustees and performs related duties as assigned.

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed, as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.*

#### **DUTIES AND RESPONSIBILITIES**

The following is a list of duties that are representative of the position and include, but are not limited to:

##### **Essential Duties:**

- Performs highly responsible and confidential clerical, secretarial and executive assistant duties; plans, coordinates and organizes to assure smooth and efficient office operations, and proper and timely completion of projects and activities for the Superintendent and Board of Trustees.
- Responds to questions and complaints by the public, parents, students, staff; resolve problems and conducts routine business; directs queries to appropriate personnel; researches and provides written responses or materials when requested.
- Communicates with District personnel, representatives of community organizations and others, regarding media and public information needs.

- Answers inquiries from teachers, parents, school administration, staff, and outside groups, and manages all public and internal information regarding activities related to the school district.
- Identifies sensitive situations requiring the attention of the Superintendent.
- Administers and maintains communications from the Superintendent/Board.
- Receives, screens, and routes information, requests, questions and complaints on behalf of the Superintendent and responds by phone and written communication, resolving issues and referring major issues and conflicts to the Superintendent.
- Attends all board meetings and ensures proper notice, translation services, and other meeting requirements are prepared in advance; contact participants and otherwise coordinate the meetings.
- Prepares and distributes the board agendas; ensures all reports and other agenda materials are submitted on time; reviews all board items and documents for clarity, completeness and works with staff and other confidential assistants on board item preparation; records official actions; take and prepare minutes; maintains files of minutes, documents and other related materials; complete follow-up reports of meetings and distributes as appropriate.
- Assists with press releases and media for the Board of Education and Superintendent.
- Compiles information and prepares a variety of detailed and complex lists, records and reports related to meetings, and assigned duties; establishes and maintains confidential filing systems. Maintains all official records and files of the Board of Trustees.
- Makes travel and conferences arrangements for the Superintendent and Board of Trustees. Provides travel itineraries.
- Assists with development, implementation, and data analysis of information related to the office of the Superintendent. Inputs and updates a variety of data in an assignment computer system; establishes and maintains various automated records and files, initiates queries, manipulates data, develops spreadsheets and generates a variety of computerized lists and reports; assures accuracy of input and output of data.
- Assists in the development, monitoring and maintenance of the budget for the Board of Trustees and the Superintendent's Office; develops and processes purchase requisitions and other related documents, monitors expenditures.
- Assists in the development of training and meetings for district and school clerical staff to enhance the staff knowledge and effectiveness related to District policies and procedures; to include improvements in customer service, working with the public, and effective implementation of the District communication plan.
- Provides assistance on department and district policies and procedures when requested.
- Types a variety of material such as letters, reports, bulletins, memorandums, and documents, from rough drafts, oral instruction, including materials of a confidential nature, with responsibility for correct grammar, spelling, punctuation, syllabification and format.
- Assists in the development and production of high-level presentation materials to be used with internal departments, other school departments, public and outside agencies.

- Assists in the collection, preparation, and review of data from a wide variety of sources for reports, proposals, and other formal written communications; gather, classify, and summarize data.
- Operates a variety of office equipment such as a personal and networked computer and printers, typewriters, facsimile machines, copy equipment, voice messaging and electronic mail systems, telephone equipment and several types of software programs.
- Compiles and assemble databases, charts, and tables as requested by, or in anticipation of supervisor's needs using several types of software programs
- Participates in ensuring all reports and correspondence achieve a high level of quality; Reviews finished work for clerical accuracy, completeness, and compliance to established standards
- Prepares and update state, county, and District directories for respective agencies and requests from outside (non-state) agencies
- Researches Education Code for appropriate application/use
- Plans district events to include annual district gathering, district sponsored community events, and district recognition events
- Participates in available training to meet new safety and/or technology standards
- Attends meetings related to assignment and performs other related duties as assigned by the supervisor

## **QUALIFICATIONS**

### **Education:**

- Any combination of training, education, and experience equivalent to a Bachelor's Degree that demonstrates possession of the knowledge and abilities to perform the duties of the position

### **Experience:**

- Combination of training and experience equivalent to five (5) years of progressively responsible clerical, administrative, secretarial, and/or technical experience, preferably in the field of public education/services, which has provided the applicant with the required knowledge and abilities to successfully perform job duties
- Must have word processing, spreadsheet, and presentation software training and be able to generate reports, develop correspondence, and create presentations for meetings and workshops
- Experience and use of email systems, voice mail, and internet applications
- Training and experience in keyboarding, personal computer literacy, general clerical operations, and general accounting practices
- In use of modern office methods, procedures, and equipment, financial and other record keeping systems, receptionist and telephone techniques.
- Utilizing proper discretion in dealing with and handling confidential matters and information

- Experience, understanding, and maintaining cooperative and effective relationships with co-workers, District administrators, and the public and with persons of culturally and linguistically diverse backgrounds

**Knowledge of:**

- Computer software application in word processing, spreadsheet, desktop publishing, data base, and presentation software
- Methods and practices of accurate official recording of minutes, record keeping, including electronic documents and filing systems
- Basic office practices related to accounting, budgeting and payroll, and human resources
- Time management/organizational skills
- Must have advanced English usage, spelling, grammar, punctuation, and report and/or correspondence writing
- Must demonstrate the ability of handling of material of a confidential nature and maintains official records and files of the Board of Trustees
- Must be flexible and able to change projects or priorities on a frequent basis.
- General office practices, rules, regulations, standards of the office, the District and the State of California
- California State Education Code, Board Policies, and Collective Bargaining Agreements

**Licenses and Certificates:**

- Possession of a valid Class C California driver's license (as appropriate to the assignment)

**Desirable Qualifications:**

- Knowledge of collective bargaining process and laws governing negotiations and grievances
- Spanish bilingual/bi-literate highly desirable
- Bachelor's or higher degree desirable
- Previous experience working within an executive level office with a school district or related governmental entity
- Knowledge of effective communication best practices and protocols within a public-school system including those related FERPA and other laws and related governing policies
- Leadership, coaching and teambuilding skills to strengthen and cultivate relationships
- Strategic thinking and analytical thinking skills with an ability to solve problems and make decisions
- Ability to use a consultative approach to resolving issues
- Ability to apply deductive reasoning and draw conclusions in order to problem solve and facilitate decision-making processes

**Ability to:**

- Perform under demanding and varied work schedules, with the ability to remain flexible and focused during interruptions and distractions

- Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment
- Serve on committees as required or appropriate
- Understand and carry out assigned work with minimal supervision
- Take responsibility to use good judgment in recognizing scope of authority
- Clearly explain a wide variety of complex procedures and policies to individuals who have minimal knowledge of related processes and procedures
- Maintain confidentiality of information, and use proper discretion concerning confidential matters
- Maintain accurate and neat records and reports; Present statistical material in table, chart, or graph form; Research, document, and quickly apply clerical operations and procedures of the office/District
- Plan, organize, and coordinate the work of others
- Compose letters and reports from oral or written instructions; at time compose correspondence independently
- Use an alpha/numeric keyboard and standard office equipment effectively with a reasonable rate of speed and accuracy to successfully complete assignments
- Learn and use technology and computer software applications as appropriate to the work environment
- Learn, plan, formulate and execute federal, state, district, and departmental policies, procedures and directives, in accordance with assigned duties; Read, understand, interpret, apply, and follow laws, rules, regulations, processes, policies, and methods of the office, the District, and the State of California
- Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise, and firmness
- Establish and maintain co-operative relationships with those contacted during the performance of required duties, including students, school personnel, parents, vendors, co-workers, and the community
- Communicate effectively in the English language, both orally and in writing; Understand and follow complex oral and written directions
- Perform mathematical calculations with speed and accuracy
- Maintain regular attendance and punctuality

#### **PHYSICAL REQUIREMENTS:**

- Physical, mental, and emotional stamina to perform the duties and responsibilities of the position
- Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions
- Manual dexterity sufficient to write, use the telephone, computer, calculator, and office machines at required speed and accuracy
- Vision sufficient to read handwritten and printed materials, and the display screen of various office equipment and machines
- Hearing sufficient to communicate in person and hold telephone conversations in normal range (approximately 60 decibels)
- Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distances on the telephone and addressing groups

- Physical agility to sit, stand, kneel, walk, push/pull, squat, twist, turn, bend, stoop, and to reach overhead
- Physical stamina sufficient to sustain light physical labor for up to 8 hours, sit and/or walk for prolonged periods of time
- Physical mobility sufficient to move about the work environment (office, district, school site to site) for sustained periods of time on hard flooring, climb slopes, stairs, ramps, and to respond to emergency situations
- Physical strength sufficient to periodically lift and/or carry 25 pounds of materials or supplies; occasionally lift 40 or more pounds with assistance
- Occasionally push and/or pull a variety of tools, equipment, or objects weighing 40 or more pounds; Indoor work environment

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee regularly works indoors and may occasionally work outdoors. The noise level is usually mild to moderate.

***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. Individuals holding this position may perform additional duties and additional duties may be assigned.***

Board Approved: October 20, 2022