

EXECUTIVE ASSISTANT TO THE SUPERINTENDENTDEFINITION

Under direction, performs highly complex and confidential secretarial and routine administrative support services for the Superintendent and is responsible for a variety of duties relieving the Superintendent and the Board of Education of administrative details; coordinates arrangements for various District and professional functions; interprets and explains general Board of Education policies and procedures to the public, school personnel, and representatives of various organizations; acts as recording secretary to the Board of Education; assumes and performs numerous complex and varied secretarial duties and responsibilities.

DISTINGUISHING CHARACTERISTICS

This position provides assistance to the Superintendent as reflected in the level of responsibility and interaction with the Board of Education, School District administrators, outside governmental agencies, the public, and the news media. A high degree of independent judgment and discretion is exercised in the performance of these duties. Requires extensive scope of knowledge of District policies, procedures and regulations. Major responsibilities include facilitating the flow of communications, compiling facts and information, and performing a wide variety of secretarial activities, including many of a confidential nature. This position also serves as recording secretary to the Board of Education and assists Board members in their various official duties and activities.

This position is a management level position and is exempt from the provisions of the F.L.S.A.

ESSENTIAL FUNCTIONS

As administrative assistant, communicates tactfully and effectively with a variety of District and non-District contacts with diplomacy and judgment;

Organizes the flow of communications, work, and activity through the Superintendent's Office in an efficient manner;

Facilitates, organizes and attends community and employee forums for the Superintendent's Office;

Generates and processes material of a confidential nature consisting of letters, memoranda, reports, bulletins, minutes, and agendas of miscellaneous meetings;

Supervises and delegates routing work to assisting personnel, as necessary;

Types letters, reports, statistics, and manuscripts accurately, in appropriate and attractive formats;

Maintains the Superintendent's calendar of appointments and meetings;

Assembles, prepares, and disseminates Board agendas, including extensive attachments;

Records and maintains comprehensive Board Minutes and all material related to Board meetings.

Serves as secretary to the Superintendent's Management Team;

Assists staff in numerous official procedures facilitating communications with the Superintendent and Board of Education;

Operates standard office equipment which will include computer, basic on-line data terminals; fax and photocopy machines;

Performs other related duties as may be assigned.

QUALIFICATIONSKnowledge of:

Computer software that supports word processing, internet usage, and graphic work;
Correct English usage, including grammar, spelling, and letter composition;

EXECUTIVE ASSISTANT TO THE SUPERINTENDENT (continued)

QUALIFICATIONS (continued)

Practical working knowledge of public relations, supervision, and communication;
Practical working knowledge of typical District policies and regulations.

Ability to:

Meet defined deadlines;
Learn, interpret, and apply School District policies, rules, and regulations;
Take responsibility and use good judgment in recognizing scope of authority;
Communicate effectively with Trustees, administrators, public, media, and other members of the staff;
Gather information and compose correspondence independently;
Record meetings and conferences and transcribe into clear and concise records and minutes and concise reports;
Establish functional priorities appropriate to the goals and objectives of the Superintendent;
Secure and maintain the confidence of officials and employees and the general public;
Understand and carry out complex oral and written instruction;
Type at a speed of not less than 60 words a minute from clear copy;
Analyze clerical or research problems and prepare clear, concise reports and recommendations;
Oversee the work of others;
Work independently in the absence of specific instructions;
Work cooperatively with others.

Experience:

Five years of broad, varied, and increasingly responsible experience in administrative assistance work, preferably the field of public education. (A maximum of two years of college education in public education, or in public or business administration may be substituted for experience on a year-for-year basis.)

Education:

Equivalent to completion of two years of college. (Responsible administrative support position may be substituted for required education on a year-for-year basis.)

Personal Qualities:

The highest level of ethics, honesty, discretion, tact, judgment, and loyalty.

Approved: 6/21/88; Revised 9/08/93; Revised 9/06/01