

WALNUT VALLEY UNIFIED SCHOOL DISTRICT

JOB TITLE: SENIOR EXECUTIVE ASSISTANT TO THE SUPERINTENDENT (CONFIDENTIAL)

BASIC FUNCTION

Under general direction, to serve as a confidential secretary and administrative assistant, relieving the Superintendent of administrative and clerical detail; to perform highly complex, technical, and confidential secretarial and administrative clerical functions; to perform a variety of secretarial and clerical functions in support of the Board of Trustees, and to do other related work as required. Incumbents in this classification provide students, staff and the public with information through the performance a wide variety of administrative and secretarial services which directly support learning.

ESSENTIAL JOB FUNCTIONS

- Serves as confidential secretary and administrative assistant to the Superintendent with a variety of sensitive and privileged matters, that may include performing research and data abstraction pertaining to legislation, court decisions, County Counsel opinions, and legal provisions that may affect the District operational processes
- Coordinates and supervises the secretarial, clerical, and administrative follow-up activities required by the Governing Board, including conference and travel arrangements, providing operational information, and the preparation of correspondence and special reports
- Plans, organizes, coordinates, and supervises the preparation, printing, and distribution of Governing Board agenda and related materials, notices, bulletins, and other communicative documents
- Attends meetings (e.g., Board meetings, Cabinet Meetings, etc.) records notes and/or minutes; prepares a transcription draft for the Superintendent's review and editing
- Prepares and maintains the official record of the Governing Board minutes
- Organizes and supervises the revision, updating, and maintenance of the Governing Board policies and regulations
- Performs follow-up functions to ensure a timely response to Governing Board and Superintendent special report and information requests
- Prepares a wide variety of complex materials pertaining to correspondence, memoranda, reports, and a variety of other subject matter which may be sensitive, privileged, and highly confidential (e.g., Friday Reports, End of Year Results report, etc.)
- Maintains an extensive degree of knowledge and information regarding general district level operations and specific information related to the programs, services and operations of the District
- Promotes effective relations with the community, parents, businesses, schools, surrounding districts and district personnel
- Maintains a knowledge of new and on-going legislation as it pertains to public education
- Serves as a liaison to committees and/or organizations on behalf of the Superintendent and/or Board to convey and gather information required for District operations
- Supports Board legal counsel to ensure Board compliance with Education Code and Ralph M. Brown Open Meeting Act procedures
- Interprets policies, operational regulations, and procedures to District personnel and the educational community for the Superintendent
- Independently composes correspondence for the Superintendent's review
- Plans, organizes, establishes, and maintains a complex data management, storage, and retrieval system
- Processes and responds to routine mail and inquiries forwarded to the Superintendent's office

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- Assists in the budget planning and expenditure control procedures pertaining to the Superintendent's office
- Screens out-of-district trip requests using an established approval criterion
- Reviews and provides input into the performance of the clerical staff of the Superintendent's office
- Performs a variety technical organizational and procedural follow-up tasks pertaining to student expulsion hearings
- Performs other duties related to the class as assigned

JOB REQUIREMENTS – QUALIFICATIONS

Skills, Knowledge and/or Abilities Required:

Skill to:

- Coordinate, direct, and expedite the production of a high volume of documents and materials
- Effectively and efficiently perform highly responsible clerical, secretarial, and administrative assistant functions and activities
- Diplomatically assist members of the educational community and public with the resolution of problems, issues and concerns
- Expeditiously abstract, compile, and prepare comprehensive reports utilizing micro-computers and word processing systems

Knowledge of:

- Procedures, methods, strategies, and techniques pertaining to the operation of a chief executive officer's office
- Principles, goals, and objectives of a public education system
- Organization, supervision and employee motivation methods, procedures and strategies
- Modern office practices, trends, and procedures, standard office equipment and modern data management software programs, storage, and retrieval systems
- Legal mandates, policies, regulations, public meeting requirements and procedures which govern the District operational processes
- English usage, spelling, grammar, and manuscript and report formatting
- Effective and efficient communication techniques, strategies, and procedures

Ability to:

- Communicate effectively in oral and written form
- Establish and maintain a complex data management, storage, and retrieval system
- Keyboard at an acceptable rate of speed
- Understand and carry out oral and written directions
- Establish and maintain cooperative relationships and maintain a calm, tactful, and diplomatic manner
- Skillfully handle difficult situations using good judgment
- Work courteously and tactfully with co-workers, public, and parents, promoting team building and a positive environment
- Adapt easily to work assignments, additional priorities, and new procedures
- Receive constructive criticism and modify work appropriately
- Work without close monitoring and meet deadlines
- Prioritize and identify needs and solve problems independently as appropriate

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PHYSICAL DEMANDS

Persons performing service in this position classification will be expected to perform light work, which involves lifting no more than 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds. Even though the weight lifted may be very little, a job is in this category when it requires a good deal of walking or standing, or when it involves sitting most of the time with some pushing and pulling of arm or leg controls. To be considered capable of performing a full or wide range of light work, you must have the ability to do substantially all of these activities. If someone can do light work, we determine that he or she can also do sedentary work., unless there are additional limiting factors such as loss of fine dexterity or inability to sit for long periods of time. (Per the Code of Federal Regulations – Section 404.1567 “Physical Exertion Requirements”)

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION REQUIREMENT

Experience:

Five (5) years of highly responsible executive secretarial or administrative aide experience, preferably in an educational organization.

Education:

Equivalent to the completion of an Associate of Arts degree in public administration, organizational management, or public relations.