

Magnolia School District

EXECUTIVE ASSISTANT

DEFINITION

Under the direction of the Superintendent, performs highly responsible and confidential secretarial and administrative assistant duties to relieve the superintendent of a variety of administrative details; coordinates communications and information; provides policies and regulations to officials, staff and the public.

EXAMPLES OF DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Performs responsible and complex duties as confidential secretary to the Superintendent, relieving the Superintendent of a variety of secretarial and administrative details; maintains confidentiality of sensitive and privileged information.
- Receives, screens and routes telephone calls; refers calls or visitors to appropriate staff members; responds to requests, concerns and questions from the community, representing the District by phone and written communication; assists in resolving concerns of parents and community members.
- Coordinates communication and information from assigned office; obtains, interprets and provides information to officials, teachers, parents, organizations and others concerning office functions and District policies and procedures; communicates with other offices to obtain and disseminate information and documents; prepare news releases as directed.
- Schedules various appointments and meetings; maintains and coordinates the Superintendent's calendar; makes travel arrangements for the Superintendent and others at conferences, workshops and meetings; secures airline transportation, hotel accommodations and other necessary items.
- Monitors assigned budgets; collects monies and monitors expenditures; issues purchase orders as needed; maintains related records; orders office supplies.
- Composes correspondence independently on a variety of matters; compiles and types various letters, reports, statistical data, agenda, memos, bulletins, lists and other materials as directed; prepares, formats, edits and proofreads written materials; establishes and maintains office filing system.
- Receives, sorts, reads, routes and responds to incoming mail.
- Performs special projects and prepares various forms and reports on behalf of the Superintendent; attends to administrative details on special matters as assigned.
- Operates a variety of office equipment including a computer, copier, fax machine, calculator, postage machine and a typewriter.
- Attends a variety of meetings and records proceedings; coordinates preparation and distribution of agendas as assigned by the position; prepares and distributes minutes.
- Maintains a variety of complex personnel records, lists, files and records including confidential materials; reviews payroll for assigned department including completion and submission of time sheets.
- Attends Board meetings and performs various secretarial duties for the Board as directed, including coordination and preparation of agenda and supporting materials with departments; takes and prepares minutes of Board meetings as needed; creates, duplicates and distributes board agenda packets.
- Develops and implements office procedures to assure complete and timely operations; creates office forms which facilitate workflow.
- Trains and provides work direction and guidance to assigned staff; participates in interview panels as directed.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Functions and secretarial operations of an administrative office;
- District organization, operations, policies and objectives;
- Modern office practices, procedures and equipment;
- Record-keeping and report preparation techniques;
- Correct English usage, grammar, spelling, punctuation and vocabulary;
- Oral and written communication skills;
- Basic public relations techniques;
- Interpersonal skills using tact, patience and courtesy;
- Filing systems, receptionist and telephone techniques, letter and report writing, editing and proofreading;
- Operation of a computer and assigned software;
- Basic budgeting practices regarding monitoring and control;
- Basic math;
- Principles and practices of training and providing work direction.

Ability to:

- Perform complex and confidential secretarial and administrative support duties to relieve the Superintendent of administrative detail;
- Read, interpret, apply and explain rules, regulations, policies and procedures;
- Organize complex material and summarize discussions and actions taken in report form;
- Research and apply sections of the State Education Code and other applicable laws;
- 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;
- Word process at 60 words per minute from clear copy;
- Establish and maintain cooperative and effective working relationships with others;
- Analyze situations accurately and adopt an effective course of action;
- Plan and organize work;
- Work confidentially with discretion;
- Operate a variety of office equipment including a computer and assigned software;
- Communicate effectively both orally and in writing;
- Take minutes at meetings and conferences;
- Monitor and control assigned budgets;
- Make mathematical calculations with speed and accuracy;
- Understand and follow oral and written directions;
- Work independently with little direction;
- Train and provide work direction to others;
- Read, write, and speak (fluently) in English and a language other than English preferably Spanish.

EDUCATION AND EXPERIENCE

- High school diploma or equivalent;
- Post-secondary Education – Preferred;
- Five years of increasingly responsible secretarial or administrative assistance experience involving public contact.

LICENSES AND OTHER REQUIREMENTS

- Valid California Driver's license

WORKING ENVIRONMENT

While performing the duties of this job, the employee works in a school and/or classroom as needed. The employee's primary responsibility is working with students and staff during the school day. This position may involve frequent interruption and direct contact with staff, students and the public; a high volume of responsibilities that may require working without direct and/or constant supervision; and working in a school environment where the noise level is usually moderate.

- Office environment;
- Constant interruptions.

PHYSICAL AND MENTAL REQUIREMENTS

The physical and mental requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Hearing and speaking to exchange information in person and on the telephone;
- Dexterity of hands and fingers to operate a computer keyboard;
- Sitting or standing for extended periods of time;
- Seeing to read a variety of materials;
- Bending at the waist, kneeling or crouching to file materials.

HAZARDS

- Potential for contact with dissatisfied or abusive individuals.
- Persons performing service in this position classification will exert 10-20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- Depending on the work location, this assignment may involve sitting, walking, bending, squatting or standing for brief periods. Other locations may be mostly standing moving from computer to computer.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate business related equipment and handle and work with various materials and objects are important aspects of this job.

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Range: 50

Revised: 2/2/76; 8/7/78; 10/6/80; 10/28/05; 5/6/08; 6/30/16

Approved: 04/2017

EQUAL OPPORTUNITY EMPLOYER
