

WALNUT VALLEY UNIFIED SCHOOL DISTRICT

JOB TITLE: EXECUTIVE ASSISTANT – HUMAN RESOURCES (CONFIDENTIAL)

BASIC FUNCTION

Under general direction, to serve as a confidential assistant to a Deputy Superintendent, relieving the executive of administrative and clerical detail; to perform highly complex, technical, and confidential administrative and secretarial support in all programs and functions assigned to the executive, and to do other related work as necessary. 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 a confidential secretary and administrative assistant to the executive that may include performing research and data abstraction pertaining to legislation, court decisions, County Counsel opinions, and legal provisions that may affect the District's operational processes
- Coordinates and supervises the administrative follow-up activities required by the Personnel Commission and the division, including conference and travel arrangements and reimbursements, providing operational information, and the preparation of correspondence and special reports for the division
- Plans, organizes, coordinates, and supervises the preparation, printing, and distribution of Personnel Commission agendas, division items to the Governing Board's agenda, and related materials, notices, bulletins, and other print and electronic/media communication documents
- Attends Personnel Commission meetings, records, notes and/or minutes; prepares a transcription draft for the division administrators' review and editing
- Prepares and maintains the official record of the Personnel Commission minutes
- Transcribes dictation pertaining to Personnel Commission minutes, correspondence, memoranda, reports, and a variety of other subject matter which may be sensitive, privileged, and highly confidential with minimal supervision
- Performs follow-up functions to ensure a timely response to Personnel Commission information requests
- Independently composes and responds to correspondence for the Executive Cabinet-level administrators' review
- 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
- Maintains an extensive degree of knowledge and information regarding general district-level operations
- Serves as a liaison to committees and/or organizations on behalf of the division administrators and/or Personnel Commission, to convey and gather required information Processes and responds to routine mail and inquiries forwarded to the division administrator's office
- Plans, organizes, establishes, and maintains a complex data management, storage and retrieval system
- Assists in budget planning and expenditure control procedures pertaining to the division
- Reviews and evaluates the performance of the clerical staff of the Deputy Superintendent's office when appropriate
- Coordinates the planning of meetings for division administrators

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- Coordinates the support activities of the division including board agenda, Personnel Commission agendas, committee meetings, etc.
- Coordinates negotiation team meetings and collective bargaining meetings
- Performs other duties related to the class as assigned

JOB REQUIREMENTS – QUALIFICATIONS

Skills, Knowledge and/or Abilities Required:

Skill to:

- Exeditiously abstract, compile, and prepare comprehensive reports utilizing computers and other software programs
- Establish and maintain a complex data management, storage, and retrieval system
- Transcribe dictation accurately

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, storage, and retrieval systems
- Legal mandates, policies, regulations, 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:

- 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
- Communicate effectively in oral and written form
- Understand and carry out oral and written directions
- Establish and maintain cooperative relationships and maintain a calm, tactful, and diplomatic manner
- Keyboard at an acceptable rate of speed
- Work courteously and tactfully with co-workers, public, pupils and parents
- Promote team building and a positive work 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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- Suggest procedural improvements to supervisor as appropriate
- Skillfully handle difficult situations using good judgment
- Maintain high level of professionalism in keeping the needs of customers a top priority
- Suggest procedural improvements to supervisor as appropriate

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, the incumbent must have the ability to do substantially all of these activities. If someone can do light work, is deemed 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 assistant experience, preferably in an educational organization and including HR and/or merit system responsibilities.

Education:

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