

FALLBROOK UNION HIGH SCHOOL DISTRICT
Executive Assistant to the Superintendent
Classified Management
Position Description

BASIC FUNCTION:

This position is distinguished by bargaining unit exclusion and by the variety of technical and confidential responsibilities involving a high degree of initiative and independence, an ability to be a self-starter, and a comprehensive knowledge of the policies and procedures of district-wide functions and operations and Board of Trustees rules and procedures. The Executive Assistant is considered a member of the Superintendent's Cabinet. The Executive Assistant initiates, understands, and manages complex tasks independently on behalf of the Board and Superintendent to support the District's vision and goals. The person in this position assists the District Superintendent in coordinating the operating procedures, communications and administrative supportive functions of the Superintendent's office, and is responsible for the clerical preparation of Board of Trustees documents and official minutes.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Coordinate the preparation of Board of Trustees agendas; review agenda items for compliance with legal requirements and inclusion of necessary exhibits and backup materials; edit, rewrite, or originate agenda items; coordinate changes to the agenda; supervise the distribution of agenda material to the Board, staff, media and other individuals and agencies; supervise the distribution of publicity announcing Board meetings as required by law; prepare official Board minutes; prepare and distribute follow-up review of board action to staff and community.
- Coordinate and schedule various appointments and meetings; maintain and coordinate the Superintendent's calendar; prepare and disseminate calendar of events.
- Attend a variety of meetings, including meetings of the Board of Trustees, and compile related notices, reports and agendas; record and transcribe minutes; distribute minutes and reports to administrative staff and the Board as appropriate.
- Assist the Superintendent and other administrators in identification of facts, information, history and other variables in problem solving over a broad variety of issues.
- Serve as custodial agent and primary contact for Board policies, regulations, and bylaws, revise and publish as necessary
- Coordinate communications and information; obtain, interpret and provide information to officials, teachers, parents, organizations and others concerning Board policies, administrative regulations, operational procedures, and office functions.
- Prepare and maintain a master calendar of Board and Cabinet agenda and action items
- Receive, screen and route telephone calls; refer calls or visitors to appropriate staff members; respond to requests, complaints and questions from officials, staff and the public, representing the District by phone and written communication; interpret policies and regulations to officials, staff and the public.

- Compose correspondence independently on a variety of matters; compile and prepare various letters, reports, contracts, Board agenda items, statistical data, memos, bulletins, lists and other materials as directed; prepare, format, edit and proofread written materials.
- Research and compile a variety of information; compute statistical information for various federal, State and District reports; process and evaluate a variety of forms related to assigned functions.
- Assist in matters that may affect the District's management of personnel.
- Develop and implement office procedures to assure complete and timely operations; assist in the development of office practices and forms which facilitate and streamline work flow.
- Assist in preparation for and participate in a variety of in-service trainings and meetings.
- Communicate with other departments, administrators and outside agencies to coordinate activities, exchange information and resolve issues.
- Coordinate travel and conference arrangements for the Superintendent and Board of Trustees; prepare related forms and reimbursements.
- Manage the purchase of supplies and equipment for the office. Maintain necessary inventory.
- Maintain web pages for the Board and Superintendent.
- Utilize a computer and peripheral equipment for the purpose of electronic record retention and archive retrieval.

QUALIFICATIONS:

Experienced in handling a wide range of administrative and executive support related tasks and ability to work independently with little or no supervision. This person must be exceedingly well organized, flexible and capable of meeting the administrative challenges of being the sole support of the Office of the Superintendent.

The ability to interact with staff at all levels in a fast paced environment, sometimes under pressure, remaining flexible, proactive, resourceful and efficient, with a high level of professionalism and confidentiality is crucial to this role. Expert level written and verbal communication skills, including demonstrated competency in preparation of correspondence, minutes and reports; strong decision making ability and attention to detail are equally important.

Possess excellent calendar management skills, including the coordination of complex executive meetings

Knowledge Of:

- Procedures, methods, strategies, and techniques pertaining to the operation and management of a chief executive officer's office
- Legal mandates, policies, regulations, and procedures which govern the district operational processes, including State Education Code, Title V rules and policies, and locally-adopted policies and regulations relative to the District's operation and administration

- District organization, operations, policies and objectives
- Effective and efficient oral and written communication techniques, strategies, and procedures
- Excellent English usage, grammar, spelling, punctuation and vocabulary
- Expert knowledge of Windows, all MS Office programs (Word, Excel, Access, Outlook, Visio and PowerPoint), SharePoint, and Adobe Acrobat in order to produce a variety of correspondence, memoranda, reports, presentations and other materials.
- HTML to create and maintain a web site as well as to prepare documents utilizing hyperlinks.
- Aptitude for learning additional software upgrades and programs as required, plus ability to help others with questions regarding use of computers and software
- Data management, storage, and retrieval systems
- Methods of researching and organizing data and information
- Business letter and report writing, editing and proofreading
- Public relations techniques
- Interpersonal skills using tact, patience and courtesy
- Appropriate protocol for events of a public agency

Ability To:

- Work independently or collaboratively and to manage and prioritize concurrent projects under pressure of deadlines with consistent accuracy and attention to detail.
- Maintain harmonious working relationships, handle confidential information with discretion and conduct work with professionalism, diplomacy and cordiality.
- Effectively interact with senior level management
- Work as a true partner with Superintendent and to be an effective member of the district leadership team
- Interpret, apply and explain laws, codes, rules, regulations, policies and procedures
- Organize complex material and summarize discussions and actions taken in report form
- Compile and prepare comprehensive reports concerning a broad spectrum of subject matter
- Independently compose effective correspondence

- Maintain a variety of complex and confidential files and records
- Assure efficient and timely completion of office and program projects and activities
- Organize, coordinate and oversee office activities
- Understand and resolve issues, complaints or problems
- Establish and revise priorities of clerical work and office activities
- Type or input data at an acceptable rate of speed
- Operate a computer and assigned software
- Establish and maintain cooperative and effective working relationships with others
- Analyze situations accurately and adopt an effective course of action
- Plan and organize work
- Maintain confidentiality of sensitive and privileged information
- Communicate effectively both orally and in writing
- Project a personable, flexible, positive and likeable attitude in the ongoing climate in the Superintendent's office
- Change and adapt office procedures and details in concert with the needs and requirements of the District.
- Perform in situations requiring specialized knowledge, using tact and good judgment.
- Meet the public in situations requiring tact, diplomacy and discretion.

Experience and Education Required:

Several years of varied, progressively responsible and successful office experience, including a substantial period in a capacity equivalent to that of administrative assistant, preferably in public education.

Equivalent to college graduation. Administrative level secretarial experience may be substituted on the basis of two years of experience for one year of college.

Physical Requirements:

Ability to sit and view a computer monitor for extended periods of time; dexterity of hands and fingers to repetitively operate a computer keyboard and other office equipment; visual ability to read (which may be corrected) printed matter and computer monitor display; ability to kneel and bend at the waist and reach overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting light objects up to 25 pounds.

Work Environment:

A Fast-paced office with frequent interruptions. Hours will vary depending on requirements of the position.

Certification of Skills:

Applicants will be required to furnish certification of typing/keyboarding proficiency of a minimum of 45 words per minute.

Applicants will be tested for proficiency in MS Office applications.

Supervisor:	Superintendent
Work Year:	247 days, 24 days paid vacation
Salary:	\$61,664 - \$74,928
Overtime Status:	Exempt

Created: February 2011

Board Approved: February 14, 2011