

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Executive Assistant	CLASSIFICATION:	Classified Confidential
SERIES:	None	FLSA:	Exempt
JOB CLASS CODE:	8050	WORK YEAR:	12 Months
DEPARTMENT:	Office of the Superintendent	SALARY:	Range 63 Salary Schedule F
REPORTS TO:	Superintendent	BOARD APPROVAL:	12-17-01
		BOARD REVISION:	07-30-09

BASIC FUNCTION:

Coordinate and perform complex, advanced-level executive assistant duties requiring independent judgment and analysis; plan, organize, and coordinate office activities and communications to relieve the Superintendent of routine administrative and technical details; interpret policies and regulations to officials, staff, and the public.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Coordinate and perform complex, advanced-level executive assistant duties requiring independent judgment and analysis in support of the Superintendent; obtain, interpret, and provide policies and regulations to officials, staff, and the public. **E**

Plan, organize, and coordinate office activities, communications, and information to relieve the Superintendent of routine administrative and technical details; compose difficult correspondence independently; and research, compile, summarize, and type various reports and statistical data. **E**

Arrange group meetings; schedule and prepare room for meetings; prepare agendas, and attend meetings; maintain meeting folders; take and/or summarize notes into minutes, and distribute to participants; schedule appointments, and maintain appointment calendar. **E**

Work with other administrative divisions to assure compliance with timelines. **E**

Manage the Superintendent's Office; prepare documents for signature by Superintendent; may train and provide work direction to other clerical staff. **E**

Assist with the development and preparation of the Superintendent's Office budget; compile data for managing office; monitor and maintain the budget. **E**

Transmit confidential and controversial information as appropriate; screen a variety of visitors and telephone calls; answer questions; assist in resolving complaints from the public; refer matters to proper personnel as required; communicate with outside groups and special organizations including City, County, and State officials. **E**

Provide information on established district policies and procedures; serve as liaison between the members of the Board of Education and members of the community, parents, and staff. **E**

Maintain confidential files, official records, and official copy of district policies, administrative regulations, and handbooks. **E**

Coordinate conference and travel arrangements for members of the Superintendent's Office, and maintain related files and records. **E**

Prepare and store documents using standard office equipment and technology including computers, scanners, copiers, and electronic storage devices. **E**

Prepare extensive, frequent, detailed, and accurate bargaining unit reports; assemble confidential and sensitive information related to labor relations and negotiations. **E**

Operate a computer to input, output, update, and access a variety of records and information; generate reports, records, lists, and summaries from computer database. **E**

Provide excellent customer service by establishing positive relationships with district personnel, representatives from external organizations and others; respond to phone calls, e-mails, letters, and other communications; lift light objects. **E**

Promote teamwork by sharing knowledge, cooperating with others, participating in meetings and work groups, and supporting the goals and objectives of the district and division. **E**

In case of absence, may serve as alternate secretary for Board of Education and Sacramento City Educational Foundation as necessary.

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: bachelor's degree with a major in business or public administration or related field, and six years of increasingly responsible secretarial or administrative assistant experience including one year in an educational environment.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile and proof of insurance; use of transcription equipment. Overall scores in computer software testing program preferred as follows:

- Keyboarding..... 60 Correct WPM
- Word..... 95% Overall Score
- Excel..... 95% Overall Score
- PowerPoint 95% Overall Score

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Technical aspects of field of specialty.
- Applicable sections of the State Education Code, other laws, rules, and regulations related to assigned activities.
- District organization, operations, policies, and procedures.
- Presentation, communication, and public speaking techniques.
- Bargaining unit reports, labor relations, and negotiations.
- Operation of a computer, related software, and standard office equipment.
- Paperless electronic filing systems.
- Research methods, and report writing and recordkeeping techniques.
- Correct oral and written usage of English, grammar, spelling, punctuation, vocabulary, and composition.
- Office management techniques.
- Interpersonal skills using tact, patience, and courtesy.
- Health and safety regulations.

ABILITY TO:

- Perform the basic function of the position.
- Maintain a variety of complex and confidential files and records.
- Organize complex material, and summarize discussions and actions taken in report form.

- Record or take notes at meetings and conferences, and transcribe accurately.
- Assign and review the work of others.
- Prepare extensive, frequent, detailed, and accurate bargaining unit reports, and assemble confidential and sensitive information related to labor relations and negotiations.
- Organize, coordinate, and oversee office activities.
- Operate a computer, related software, and standard office equipment.
- Research, analyze, compile, and verify data, and prepare reports.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Handle multiple tasks, work under pressure, and work with priorities/deadlines subject to frequent change.
- Exercise analytical and independent judgment.
- Analyze situations accurately, and adopt an effective course of action.
- Work confidentially with discretion, and complete work with many interruptions.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Work in a team environment.
- Compose correspondence and written materials independently.
- Lift light objects according to safety regulations.
- Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office environment; drive a vehicle to conduct work; constant interruptions.

SAMPLE PHYSICAL ABILITIES:

Sit for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; reach overhead, above the shoulders and horizontally, bend at the waist, and kneel or crouch to retrieve files from cabinets and shelves; hear and speak to exchange information in person or on the telephone; see to read various documents related to assigned activities; lift light objects.

SAMPLE HAZARDS:

Contact with dissatisfied or abusive individuals.

(Former Title: Executive Services Supervisor)

NOTE: This job class has been designated “Confidential” by the Board of Education in accordance with the Rodda Act.

APPROVALS:

Carol Mignone Stephen, Associate Superintendent, Human Resource Services

Date

Susan E. Miller, Interim Superintendent

Date