

DEL MAR UNION SCHOOL DISTRICT

CLASS TITLE: EXECUTIVE ASSISTANT

BASIC FUNCTION:

Under general direction, serve as confidential executive assistant to the Superintendent, relieving the Superintendent of a wide variety of highly independent, difficult, and complex administrative support services in the office of the superintendent.

REPRESENTATIVE DUTIES:

- Act as confidential executive assistant to the Superintendent, relieving the Superintendent of a wide variety of technical and administrative details.
- Arrange, attend and manage Board meetings and workshops and perform administrative duties for the Board, including coordination and preparation of agenda and supporting materials with departments; prepare minutes following Board meetings; maintain and update Board policy manuals; serve as custodian of records maintaining files of official minutes, resolutions and appropriate attachments. Ensure smooth operation of meetings, including coordinating set-up and technology, participants, and attendees.
- Manage the overall operation of the office of the Superintendent; direct workflow and delegate duties as appropriate.
- Assist the Superintendent in editing written communications; create multimedia presentations for Superintendent; independently compose, prepare, and assemble materials such as communications updates and summary reports, including Superintendent/Board goals; research topics; collect and compile statistics, financial, legislative, and other diverse and specialized data.
- Work closely with Superintendent's Cabinet; coordinate Cabinet and Leadership meeting schedule, prepare agendas, keep abreast of Cabinet business and follow up after meetings to ensure necessary actions are initiated on behalf of the Superintendent
- Articulate District policy and procedures and convey information regarding District programs and functions; make decisions on procedural matters within the scope of the position's responsibilities.
- Provide leadership and act as a resource person to site and district office secretarial and support clerical staff; relay concerns, and initiate follow-up. Lead monthly meetings with staff to disseminate information and policy.
- Perform special projects and prepare various forms and reports on behalf of the Superintendent; attend to administrative details on special matters as assigned.
- Coordinate and manage the Superintendent's calendar; schedule appointments and meetings; coordinate and facilitate logistical arrangements for small- and large-scale events as needed.
- Assist the Superintendent and the Board by effectively communicating with staff, parents, and greater community using the communication and technological tools available (website messaging, e-mail messaging, all messaging, press releases, etc.).
- Screen and process the Superintendent's mail, both electronic and paper; refer to other staff members as appropriate. Compose correspondence on own initiative on matters not requiring personal response by the Superintendent
- Transmit confidential, controversial, or sensitive information involving contacts with a wide variety of individuals, including the District's legal representatives, and the media.

- Receive visitors and telephone calls from the public, staff, parents, and students; exercise judgment in providing information, referring to an appropriate staff member, or scheduling an appointment with the Superintendent.
- Design and implement systems to maintain complex files and records.
- Attend a variety of meetings; take and prepare minutes; distribute minutes to administrative staff and the Board as appropriate; participate on assigned committees.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- District policies, laws rules, and regulations related to functions of the Superintendent's office.
- Function of District departments and programs.
- Principles and practices of training and providing work direction to others.
- Modern office practices, procedures and equipment.
- Letter and report preparation procedures.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Agenda preparation and distribution techniques.
- Interpersonal skills using tact, patience and courtesy.
- Receptionist and telephone techniques and etiquette,
- Letter and report writing, editing and proofreading.
- Data management.
- Storage and retrieval systems.
- Operation of a computer and assigned software.

ABILITY TO:

- Perform a variety of highly independent, difficult, and complex administrative support services for the Superintendent's office independently and effectively.
- Assist the Superintendent confidentially and with discretion.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Analyze difficult and sensitive situations and adopt an appropriate response.
- Assist with complex and confidential tasks independently and effectively.
- Train, supervise and evaluate the performance of assigned personnel.
- Organize complex material and summarize discussions and actions taken in report form.
- 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.
- Type or input data at an acceptable rate of speed.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Understand and follow oral and written directions.

EDUCATION AND EXPERIENCE:

A combination of education, experience, and/or training equivalent to a bachelor's degree in business, public administration, communications or related field and three years of recent related experience in providing executive level administrative support to a leader of a public or private organization. Public school experience is highly desirable.

LICENSES AND OTHER REQUIREMENTS

Valid California driver's license.

WORKING CONDITIONS:**ENVIRONMENT:**

- Office environment.
- Constant interruptions.

PHYSICAL DEMANDS:

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

SALARY:

Placement on the Classified Management Salary Schedule on Range 2.