

## JOB DESCRIPTION

January 2014

Placer County Office of Education  
360 Nevada Street  
Auburn, CA 95603

### **EXECUTIVE ASSISTANT TO THE COUNTY SUPERINTENDENT OF SCHOOLS** (Confidential Position)

#### **General Purpose:**

An Executive Assistant to the County Superintendent of Schools is responsible to the County Superintendent of Schools (County Superintendent) and works under hers/his direct supervision. The Executive Assistant to the County Superintendent of Schools serves as a confidential employee and provides administrative support for the County Superintendent; performs a variety of administrative and secretarial duties for the County Superintendent; serves as assistant for the Placer County Board of Education; responds to public and staff communications; and attends meetings as directed by the County Superintendent.

**Essential Functions and Responsibilities** include the following. Other duties may be assigned as required:

- Performs complex administrative and secretarial duties for the County Superintendent, administrators of the County Superintendent's Office and the County Board of Education.
- In the absence of the County Superintendent, serves as her/his liaison between department administrators and other administrative personnel.
- Responds to and provides assistance and information to a variety of inquires, both in office and via telephone.
- Maintains the County Superintendent's files and calendar of appointments, meetings, and speaking engagements.
- Makes arrangements for meetings and conferences, including reservations, and completing requisite forms.
- Screens mail as appropriate, highlighting details which require immediate response by the County Superintendent.
- Composes correspondence and responds to information requests directed to the County Superintendent.
- Researches and compiles data on assigned topics.
- Coordinates the compilation, preparation and distribution of agendas and documents for the County Board meetings, as well as the County Superintendent's cabinet meetings.
- Records and transcribes minutes of Board of Education, County Superintendent meetings, meetings of the Placer County School Boards Association and Placer County Committee on School Organization meetings, as needed.
- Maintains permanent records of the County Superintendent and the Board of Education proceedings and actions.
- Makes all travel arrangements and reservations for members of the County Board of Education.
- Maintains official files, correspondence, and financial records for the Placer County School Boards Association.
- Chairs and coordinates quarterly meetings of the Placer County School Districts Superintendents' Secretaries Group.
- Represents the office at the Capital Service Region Administrative Assistants' quarterly meetings.

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- Works with office secretaries to maintain a smooth flow of communication and/or work assignments.
- Assists in areas related to the work assignments of staff members as assigned by the County Superintendent.

### Minimum Qualifications:

#### Employment Eligibility:

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

#### Education:

- High school diploma or equivalent.
- AA degree preferred.

#### Experience:

- Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying.
- Three to five years of responsible administrative and secretarial support work experience comparable to that of an Administrative Secretary with the Placer County Office of Education.

### Knowledge, Skills and Abilities:

- Knowledge of organization, functions, and procedures of the Placer County Office of Education.
- Knowledge of Governing Board methods and procedures, including open meeting laws.
- Knowledge of laws and regulations affecting educational program functions and services.
- Knowledge of software pertaining to all functions of an administrative environment including finance and human resources.
- Knowledge of financial, budgetary, and account record keeping.
- Knowledge of purchasing and inventory procedures.
- Knowledge of filing and record keeping procedures.
- Knowledge of letter and report writing.
- Knowledge of receptionist and telephone techniques.
- Knowledge of office practices, methods, and procedures.
- Knowledge of proper English usage, spelling, grammar, and punctuation.
- Knowledge of supervisory techniques.
- Skills in public relations.
- Skills and ability to operate a variety of office equipment and perform advanced applications with word-processing, spreadsheet, database and desktop publishing software.
- Ability to be responsible for the office support functions and administrative work for the County Superintendent and the Board of Education.
- Ability to interpret, and when applicable, apply rules, policies, and regulations with good judgment in a variety of situations.
- Ability to convey responsibilities and duties of the County Superintendent of Schools to the public.
- Ability to maintain a variety of complex, interrelated administrative files and records.
- Ability to work with minimum supervision.

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- Ability to compile information and prepare accurate reports.
- Ability to make arithmetical calculations quickly and accurately.
- Ability to type at a rate of 60 words per minute from clear, legible copy.
- Ability to deal tactfully and courteously with persons seeking information and expressing concerns about program policies and functions.
- Ability to establish and maintain cooperative working relationships.
- Ability to plan, organize, coordinate and supervise and train any subordinate staff.
- Ability to establish and maintain rapport with district superintendents and their staffs as well as school related organizations, as appropriate.

### **Required Testing:**

- Applicants may be tested.

### **Certificates & Licenses:**

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Must possess a typing certificate for 60 net wpm issued within the last two years.

### **Clearances:**

- Criminal Justice Fingerprint Clearance
- TB Clearance

### **Work Environment:**

- Work is performed in an office or school environment, continuous contact with staff, and representatives of other agencies.

### **Physical Requirements:**

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

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**FLSA Status:** Non-exempt

**Employee Group:** Confidential

**Salary Grade:** Range I, Confidential Salary Schedule

Reviewed and Approved:

Supervisor:  Date: 1/24/14

Human Resources:  Date: 1/24/14