

ORANGE UNIFIED SCHOOL DISTRICT

EXECUTIVE ASSISTANT TO THE BOARD/SUPERINTENDENT

DEFINITION

Under direction, to serve as a confidential secretary and administrative aide relieving the Superintendent of administrative and clerical detail; to perform highly complex, technical, and confidential secretarial and administrative clerical functions; to serve as liaison between the Superintendent's office and District staff, parents and community members; to assist District personnel in resolving problems, issues and complaints; and to do other related work as required.

REPRESENTATIVE DUTIES

- Serve as confidential secretary and administrative aide to the Superintendent that may include performing research and data abstraction pertaining to legislation, court decisions, County Counsel opinions, and legal provisions that may affect the District operational processes.
- Coordinate the secretarial, clerical, and administrative follow-up activities required by the Governing Board, including conference and travel arrangements, providing operational information, and the preparation of correspondence and special reports.
- Plan, organize, coordinate, and supervise the preparation, printing, and distribution of Governing Board agenda and related materials, notices, bulletins, and other communicative documents.
- Attend Board meetings and take stenographic notes and prepare a transcription draft for Superintendent review and editing.
- Prepare and maintain the official record of the Governing Board meeting minutes and resolutions.
- Assist in the revision, updating, and maintenance of the Governing Board policies and regulations.
- Perform follow-up functions to ensure a timely response to Governing Board and Superintendent special report and information requests.
- Take and transcribe dictation pertaining to correspondence, memoranda, reports, and a variety of other subject matter that may be sensitive, privileged, and highly confidential.
- Interpret policies, operational regulations, and procedures to District personnel and the educational community for the Superintendent.
- Independently compose correspondence for the Superintendent's review.
- Plan, organize, establish, and maintain a complex data management, storage, and retrieval system.
- Process and respond to routine mail and inquiries forwarded to the Superintendent's office.
- Assist and oversee the budget planning and expenditure control procedures pertaining to the Superintendent's office.
- Review and evaluate the performance of the clerical staff of the Superintendent's office.
- Schedule appointments and maintain the Superintendent's calendar.
- Assist visitors whose concerns are privileged and confidential.

Knowledge of:

Procedures, methods, strategies, and techniques pertaining to the operation of a chief executive officer's office;

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Principles, goals, and objectives of public education;
Modern office practices, trends, and procedures, standard office equipment and modern data management, storage, and retrieval systems;
Legal mandates, policies, regulations, and procedures that 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;
Expediently abstract, compile, and prepare comprehensive reports;
Communicate effectively in oral and written form;
Establish and maintain a complex data management, storage, and retrieval system;
Type or keyboard enter at a net corrected speed of 70 words per minute;
Take and transcribe dictation accurately at a speed of 100 net words per minute;
Understand and carry out oral and written directions;
Establish and maintain cooperative relationships and maintain a calm, tactful, and diplomatic manner.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting most of the time, but may involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handling and working with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

Five years of highly responsible executive secretarial or administrative aide experience.

Education:

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