

SWEETWATER UNION HIGH SCHOOL DISTRICT

CLASS TITLE: EXECUTIVE ASSISTANT

BASIC FUNCTION:

Under the direction of a Cabinet level administrator, perform responsible secretarial and administrative assistant duties to relieve the administrator of a variety of administrative details; interpret policies and regulations to officials, staff, parents and the public; plan, coordinate and organize office activities and coordinate flow of communications and information for the assigned administrator.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform administrative assistant duties for the Assistant Superintendent or an assigned administrator, relieving the administrator of a variety of administrative details; maintain confidentiality of privileged and sensitive information.

Plan, coordinate and organize office activities and flow of communications for a Cabinet level administrator; receive, screen and route telephone calls; assist with staff and parent inquiries, problems and concerns; refer callers or visitors to appropriate staff members.

Respond to requests for information from staff, parents and the general public regarding District programs, policies, procedures, and regulations, representing the District by phone and written communication.

Collect board items from appropriate staff; review and submit board items; prepare and monitor board item schedule regarding timelines and materials due.

Compose correspondence independently on a variety of matters including those of a confidential nature; compile and prepare various letters, reports, contracts, Board agenda items, memos, bulletins, lists and other materials as directed; format, edit and proofread written materials for accuracy, completeness, and conformance with applicable rules, regulations and procedural requirements.

Research and compile budget data; coordinate the collection and preparation of departmental budget expenditures; prepare and maintain budget and financial records of a variety of programs; record expenditures and prioritize budget requests.

Communicate with other departments, administrators and outside agencies to coordinate activities, exchange information and resolve issues.

Coordinate and schedule various appointments, meetings and conferences; arrange meetings and make travel arrangements; prepare and distribute related materials; maintain and coordinate assigned Cabinet level administrator's calendar.

Order office supplies and materials; prepare and process requisitions according to established guidelines.

Research and compile a variety of information; compute statistical information for various reports; process and evaluate a variety of forms related to assigned functions.

Receive, sort, read, route and respond to department mail as directed; identify and refer matters of priority.

Train and provide work direction to assigned staff; monitor office work flow and assure compliance with established time lines, procedures and standards of quality.

Operate a variety of office equipment including a computer and assigned software, copier and fax machine.

Attend a variety of meetings and compile related materials, notices, reports and agendas; record and transcribe minutes; distribute minutes and reports to administrative staff as appropriate.

Establish and maintain a variety of complex departmental records, lists, files and records including confidential materials and personnel records.

OTHER DUTIES:

Perform special projects and prepare various forms and reports on behalf of the administrator; perform varied duties related to the administrator's area of responsibility and assigned programs.

Attend meeting and conferences as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Functions and secretarial operations of an administrative office.

District organization, operations, policies and objectives.

Modern office practices, procedures and equipment.

Telephone techniques and etiquette.

Business letter and report writing, editing and proofreading.

Basic public relations techniques.

Budgeting practices regarding monitoring and control.

Methods of collecting and organizing data and information.

Operation of a computer and assigned software.

Record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Filing systems.

Principles and practices of training and providing work direction.

ABILITY TO:

Perform responsible and confidential secretarial and administrative duties to relieve a Cabinet level administrator of a variety of administrative details.
Assure efficient and timely completion of office and program projects and activities.
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.
Compose effective correspondence independently.
Answer telephones and greet the public courteously.
Maintain a variety of complex and confidential files and records.
Type or input data at 60 words per minute from clear copy.
Establish and maintain cooperative and effective working relationships with others.
Analyze situations accurately and adopt an effective course of action.
Plan and organize work.
Meet schedules and time lines.
Work confidentially with discretion.
Operate a variety of office equipment including a computer and assigned software.
Communicate effectively both orally and in writing.
Train and provide work direction to others.
Work independently with little direction.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level coursework in secretarial science, business or a related field and four years of increasingly responsible secretarial experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

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

The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224

Confidential Job Description

*Adopted by BOT 11/25/02
Revised BOT 1/23/06*