

Pierce Joint Unified School District

Job Description

JOB TITLE: EXECUTIVE ADMINISTRATIVE ASSISTANT

SALARY SCHEDULE: Confidential

CLASSIFICATION: Confidential

DEPARTMENT: District Office

LOCATION: District Office

REPORTS TO: Superintendent

BOARD APPROVED: 1/19/06

SUMMARY: Under the direction of the Superintendent, assist in a variety of administrative details; provide liaison, coordinating, and confidential secretarial and administrative support to the Superintendent and the Board of Education; carry out school governing board election procedures; perform a variety of difficult office assistance work; answer public and staff contacts and concerns; and complete difficult and complex tasks as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Support all activities of the Superintendent, including scheduling and maintaining appointment calendar; coordinating dates for negotiations and other meetings; gathering needed information from a variety of sources; and carrying out a variety of other administrative details.
- Assist Superintendent at meetings for the purpose of gathering and disseminating information; take minutes; type a variety of agendas, minutes, resolutions and correspondence as assigned; prepare agenda packets of information and distribute as appropriate.
- Assist Superintendent and Board of Education in maintaining district policy manuals for the purpose of compliance with education code provisions; maintain records, files and binders for the Superintendent.
- Prepare and maintain a variety of records related to policies, agendas, plans, contracts, minutes, calendars, records and reports as directed by the Superintendent or the State; submit reports to appropriate district personnel or State agency.
- Assist Superintendent in organizing and implementing plans for recognition and achievement activities.
- Assist Superintendent and the Administrative Team in planning and implementing staff development activities.
- Serve as a liaison with administrators, board members, attorneys, and the public for the purpose of facilitating communication; communicate with a variety of district personnel and outside agencies to coordinate activities, exchange information on issues or concerns.
- Oversee and perform a variety of secretarial and clerical functions of the assigned administrative office; perform difficult and complex tasks as assigned; maintain confidentiality of information.
- Maintain calendar and records of legal deadlines and filing dates for the purpose of ensuring compliance with legal requirements.

- Prepare documentation (e.g. reports, correspondence) for the purpose of providing written support and/or conveying information; check and review information and materials for the purpose of ensuring accuracy, completeness and conformity with legal procedures.
- Create forms and other public documents (e.g. advertisements, legal notices, agreements, affidavits) for the purpose of addressing general needs and responsibilities of the district office.
- Prepare publication documents, as assigned.
- Work on special projects requiring initiative and independent judgment for the purpose of supporting the activities of the Superintendent.
- Cross-train and help the Business Services staff with personnel and accounting functions; participate on screening and interview committees as needed.
- Provide support assistance regarding office activities, functions, rules or operations; assist with budget preparation activities as assigned.
- Operate a computer to enter data on students or program-related information; generate lists for staff as needed; prepare State reports from an assigned data processing system.
- Operate assigned computer software systems and a variety of office equipment including a printer, scanner, copier, facsimile, calculator, typewriter, telephone, postage machine and other office machines to perform assigned duties.
- Answer telephone and greet visitors using independent judgment regarding information and referrals for the purpose of providing information and/or direction as may be required.
- Review local newspaper for articles relating to the District; clip and maintain a file of clippings to provide a historical record of activities.
- Drive a vehicle to attend various meetings.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- District Office organization, operations, policies and objectives
- Advanced secretarial and administrative assistant methods and responsibilities
- Education Code and Election Codes and procedures relating to education programs
- Basic functions and organization of school district
- Effective community relations processes
- Interpersonal skills using tact, patience and courtesy
- Modern administrative office practices, procedures and equipment
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Oral and written communication skills
- Statistical and record-keeping techniques
- Alpha and numerical filing systems
- Operation of office machines including computer equipment
- Computer application, including Word, Excel, Adobe and publishing programs
- Receptionist and telephone techniques

ABILITY TO:

- Perform a variety of complex and responsible secretarial and administrative support duties to relieve administrators of administrative details
- Apply, interpret, and explain the operations, policies and procedures of the assigned administrative office
- Represent the District Office with tact, diplomacy and sensitivity to individual concerns when dealing with the public
- Follow written and oral instructions
- Communicate effectively both orally and in writing
- Analyze situations accurately and adopt an effective course of action
- Work independently with little direction
- Prepare and maintain administrative records and files
- Work confidentially with discretion
- Plan and organize work
- Meet schedules and time lines
- Type at a rate of 70 words per minute
- Records and transcribe at an acceptable rate
- Maintain cooperative and effective working relationships with office staff, elected public officials and the community at large
- Train and provide work direction to others
- Attend evening board meetings

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: Any combination equivalent to: two years college-level course work in secretarial science, business or related field and four years of responsible secretarial experience.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

OTHER SKILLS AND ABILITIES: Ability to communicate and interact with staff, students, parents and others in an open, friendly, business-like manner.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, and reach with both hands and arms, talk, hear and listen. The employee is occasionally required to climb, stoop, kneel, and crouch or crawl.

The employee must occasionally lift and/or move up to 25 pounds. However, while lifting amounts above 25 lbs. a partner must be used. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision depth perception and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Due to the busy nature of a district office, the employee must be able to routinely work well under pressure and remain calm and tactful with students, parents, community members, and the staff. The noise level in the work environment is usually moderate.