

## **CONTRA COSTA COUNTY OFFICE OF EDUCATION**

### **CLASS TITLE: EXECUTIVE ASSISTANT II (Superintendent's Office)**

#### **BASIC FUNCTION:**

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

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Perform highly responsible duties as the primary and confidential secretary to the Board, relieving the administrators of a variety of secretarial and administrative details; plan, coordinate and organize office and department activities and flow of communications for the Board; maintain confidentiality of privileged and sensitive information; perform administrative and clerical activities to support to the work of the Superintendent and the County Committee on School District Organization.

Receive, screen and route telephone calls; greet and assist visitors; refer callers or visitors to appropriate staff members; take and relay messages; respond to requests, complaints and questions from officials, staff and the public, representing the Board by phone and written communication; interpret policies and regulations to officials, staff and the public.

Compose correspondence independently on a variety of matters including those of a confidential nature; compile and type various letters, forms, reports, contracts, packets, statistical data, memoranda, bulletins, newsletters, notices, vouchers, lists and other materials as directed; prepare, format, edit, proofread and revise written materials; prepare required local and State legal forms for the County Office.

Coordinate and schedule various appointments and meetings; make travel arrangements; reserve facilities; prepare and assure proper completion of reimbursement forms; maintain and coordinate the Board's calendar; prepare and disseminate calendar of events; coordinate and arrange special events and activities for the Board.

Attend and record a variety of meetings; prepare and post Board agendas, minutes and other items requested by the Board; collate, prepare and distribute packets; record and transcribe minutes.

Take and transcribe dictation for the Superintendent; draft correspondence and respond to phone calls for the Superintendent as requested.

Review and update Board bylaws, policies and procedures as necessary to requested and submit to the Board Policy Committee; draft and prepare necessary resolutions for the Board; record and maintain Joint and Board resolutions.

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Receive, sort and route incoming correspondence for the Board including e-mails; review and determine priority of incoming mail; compose replies independently or from oral direction; prepare notices, packets and informational materials for mailing.

Research and compile a variety of information; compute statistical information for various federal, State and local reports; process and evaluate a variety of forms and applications related to assigned functions; duplicate materials as necessary.

Input a wide variety of data into an assigned computer system; maintain automated files and records; create queries and generate a variety of computerized lists and reports; assure timely distribution and receipt of a variety of records and reports; assure accuracy of input and output data.

Maintain designated budgets and assure assigned accounts are accurate and expenditures are within federal or State requirements; monitor and make adjustments to the Board's budget as directed.

Perform research, special projects and prepare various forms and reports on behalf of the Board; attend to administrative details on special matters as assigned.

Operate and maintain a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software; arrange for equipment repairs as needed.

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

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Functions and secretarial operations of an administrative office.
- Organizational operations, policies and objectives.
- Applicable laws, codes, regulations, policies and procedures.
- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Budgeting practices regarding monitoring and control.
- Methods of collecting and organizing data and information.
- Business letter and report writing, editing and proofreading.
- Public relations techniques.
- Operation of a computer and assigned software.

**ABILITY TO:**

Perform highly responsible and confidential secretarial and administrative assistant duties to relieve the Board of a variety of administrative details.

Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.

Plan, coordinate and organize office activities and flow of communications and information for the Board.

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.

Assure efficient and timely completion of office and program projects and activities.

Understand and resolve issues, complaints or problems.

Take and transcribe dictation at an acceptable rate of speed.

Operate a variety of office equipment including a computer and assigned software.

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.

Prioritize and schedule work.

Work independently with little direction.

Work confidentially with discretion.

Communicate effectively both orally and in writing.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by college-level course work in secretarial science or related field and eight years of increasingly responsible secretarial or administrative assistant experience involving frequent public contact.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Constant interruptions.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information in person or on the telephone.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Bending the waist, kneeling or crouching to file materials.