

ROCKLIN UNIFIED SCHOOL DISTRICT

JOB TITLE: Executive Assistant to the Superintendent

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To assist in planning, coordinating, and performing highly responsible executive administrative functions for the District Superintendent and Board of Trustees. Employees in this classification must be highly confidential and receive limited supervision within a broad framework of standard policies and procedures. This job class is highly visible and requires discretion, initiative, and sound judgment as well as technical knowledge and the ability to perform highly skilled executive assistant duties. This job class requires extensive communication with members of the Board of Trustees, school officials, members of the public, and community organizations. This job class may require functional and technical supervision over office staff. This is a confidential position.

SUPERVISOR: Superintendent

TYPICAL DUTIES:

- Plans, coordinates, manages, and performs administrative functions in the Office of the Superintendent
- Composes correspondence and communication, independently, on behalf of the Superintendent and the Board of Trustees
- Coordinates the preparation and distribution of school board agendas and all necessary materials for meetings of the Board of Trustees
- Attends and serves as the official recorder at all meetings of the Board of Trustees and maintains official meeting records and board resolutions
- Maintains a detailed Tickler File of all actions taken during official meetings of the Board of Trustees
- Participates as a member/recorder of the Superintendent's Cabinet; coordinates, prepares, and distributes agendas and minutes
- Supervises and maintains the official district policy and administrative regulation handbook, and acts as the District's information officer for GAMUT On-line
- Acts as Notary Public for the District
- Assists site principals in planning Dedication Ceremonies when opening new schools
- Screens telephone calls and greets visitors to the Superintendent's office
- Prepares permanent documents for archiving
- Distributes Conflict of Interest Forms and maintains file in compliance with district policy and government code regulations
- Maintains emergency telephone information for the District and City of Rocklin Police Department

- Prepares “Statement of Facts” and “Addendum to Statement of Facts” and distributes to the Secretary of State
- Completes Oath of Office forms and distributes to the Placer County Elections Office and the Placer County Office of Education
- Processes administrative duties not requiring the immediate attention of the Superintendent
- Manages and processes discrete and confidential information
- Assists Superintendent with duties related to serving other organizations within the public education sector
- Coordinates, arranges, and schedules appointments and meetings for the Superintendent and Board of Trustees
- Submits conference registrations and makes travel arrangements for the Superintendent and Board of Trustees
- Prepares special plaques and Certificates of Appreciation on behalf of the Board of Trustees
- Supervises the distribution of district brochures
- Coordinates, supervises, and monitors special projects, assignments, and activities as assigned by the Superintendent

EMPLOYMENT STANDARDS:

Knowledge of:

Proper office methods and practices, including filing systems, business correspondence, receptionist techniques, report writing, and telephone techniques

Proper English usage, grammar, spelling, vocabulary, and punctuation

Theory, principles, and practices of public education and administration, including organization, personnel, and fiscal management relevant to assigned responsibilities

Relevant state and federal laws, regulations, and procedures

Office management principles, methods, and procedures

Required Skills:

Understand and carry out complex oral and written instructions independently

Learn, interpret, and successfully apply policies, procedures, rules, and regulations

Type accurately at a rate of 60 words a minute from clear copy

Operate standard office equipment such as a typewriter, copier, adding machine, computer terminal, and printer

Effectively utilize Microsoft Office software including Word, Excel, PowerPoint, Publisher, and Outlook for information management and data gathering

Possess a basic understanding of accounting and budgetary practices and maintain a variety of record keeping and data collection systems

Prepare and present clear and concise reports

Plan, organize, and coordinate a variety of projects

Apply good judgment in recognizing the scope of authority as delegated

Analyze situations and make decisions on procedural matters without immediate supervision

Maintain the security and confidentiality of specified records and information

Prioritize and coordinate work flow and time lines so as to meet established deadlines or due dates

Communicate tactfully and effectively in both oral and written forms

Collect, interpret, and analyze complex technical data, as well as identify potential problems and prepare recommendations based on prudent public policy parameters

Establish and maintain effective work relationships with those contacted in the performance of required duties

EDUCATION:

Combination of education and training equivalent to two years of college with focus in administrative office management

EXPERIENCE:

Five years of increasingly responsible technical administrative staff experience

SPECIAL LICENSE:

Valid California Driver's License

REQUIRED TESTING:

Must pass appropriate clerical skills test for this position with a grade of 80 percent or better.

DESCRIPTION OF PHYSICAL REQUIREMENTS:

Medical Category I:

1. Position requires normal physical strength and endurance for standing, sitting, bending, or walking.
2. Work assignments are normally located in a work environment with light physical work and requires light physical effort.
3. Lifting 25 pounds maximum or carrying any object weighing over 15 pounds.

Adopted: August 7, 1996

Revised: June 20, 2001

Revised: August 5, 2009