

MONTEREY COUNTY OFFICE OF EDUCATION

EXECUTIVE ASSISTANT

CLASSIFICATION: Classified

SALARY LEVEL: 40

WORK YEAR:

DEFINITION:

Under limited supervision of the Cabinet Member or Executive Director of General Services, the Executive Assistant performs a wide variety of complex office, secretarial and administrative activities.

SUPERVISOR:

Cabinet Member
Executive Director of General Services

POSITIONS SUPERVISED:

None

QUALIFICATION REQUIREMENTS:

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MAJOR DUTIES AND RESPONSIBILITIES: The following is a list of duties that is representative of the position that includes but is not limited to:

- Performs a variety of highly responsible administrative, secretarial and operational support functions of a wide and complex nature
- Serves as a liaison to the general public, public agencies, school districts, community leaders, and other MCOE departments on behalf of the Administrator
- Attends to administrative and clerical details utilizing initiative, problem analysis techniques, and good judgment
- Independently composes complex responses, correspondence, memoranda and agendas
- Independently researches, composes, and compiles accurate and comprehensive reports
- Establishes and maintains a system of files and records including department accounting and budget
- Assists in the development and monitoring of the division budget, prepares and submits budget revisions and adjustments
- Prepares purchase requisitions, processes and justifies invoices for payment
- Prepares payroll reports and maintains employee attendance records
- Prepares material for MCOE Board of Trustee meetings and agendas
- Takes, prepares and distributes minutes of meetings
- Maintains operation of an office during administrator's temporary absence; monitors, and utilizes electronic bulletin boards and e-mail
- Maintains calendars and appointment records for the administrator

- Makes meeting and travel arrangements
- Trains and provides technical assistance to personnel regarding clerical duties, including cross training of critical functions
- Prepares requests for invoices
- Receives and processes accounts for payments
- Carries out special tasks and projects as assigned by supervisor
- Complies with Monterey County Office of Education Board and Superintendent Policies and Administrative Regulations

OTHER DUTIES:

Performs other job-related duties as required

PHYSICAL AND MENTAL CHARACTERISTICS:

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone and business machines; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead and climb; physical mobility sufficient to move about the work environment (office, district, school site-to-site), drive an automobile, and respond to emergency situations; physical strength sufficient to lift 25 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

REQUIRED QUALIFICATIONS

Education and Experience:

- Any combination of education equivalent to high school diploma.
- Any combination of post-secondary education, experience and training equal to six (6) years of secretarial experience including no less than five (5) years of progressively responsible administrative, secretarial, office management and technical experience, which has provided the applicant with the required knowledge and abilities to successfully perform job duties.
- 24 units of college level coursework in areas related to this position may be counted toward one year of the experience requirement.

Knowledge of:

- Effective office procedures and practices, including filing systems, reception and telephone techniques and letter and report writing techniques.
- Advanced computer application software that includes word processing, database and spreadsheets, presentation (i.e. Powerpoint) and personal communication data devices.
- Business English usage, spelling, grammar, punctuation, and report and/or letter writing
- Practices, procedures and terminology used in accounting, financial and statistical recordkeeping systems.
- County office organization, policies and procedures
- Principles of training and providing work direction to others

Skills and Abilities:

- Independently performs secretarial work of complex difficulty with accuracy and without close supervision
- Read, interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
- Organize complex material and summarize discussions and actions taken in report form.
- Interact with and maintain cooperative relationships with those contacted in the course of work
- Demonstrate positive interpersonal skills using tact, patience and courtesy
- Independently prioritize and complete all work and ensure accurate records and documents are completed and updated within required timetable
- Utilize and apply the technology of word processing, database, and spreadsheet applications
- Communicate in English, clearly and concisely, both orally and in writing
- Perform mathematical calculations with speed and accuracy
- Plan, formulate and execute clerical procedures and directives in accordance with assigned duties and office policies
- Handle information in a discreet and confidential manner
- Analyze situations accurately and adopt an effective course of action
- Exercise reasonable judgment in unusual circumstances
- Initiate and implement constructive suggestions to improve office and administrative procedures
- Understand and carry out both oral and written instructions
- Be flexible with a positive attitude and possess excellent interpersonal skills
- Work both independently and function effectively within a team setting while demonstrating leadership qualities

Desirable Qualifications:

- Experience in a public education environment.
- Bilingual/Biliterate in Spanish

Licenses and Certifications:

- Possession of valid California driver's license with evidence of insurability

Available Stipends:

- There is a 5% pay differential for bilingual and bi-literate proficiency in a second language, including Spanish, sign language, and Braille, as certified by MCOE