

MONTEREY COUNTY OFFICE OF EDUCATION

ASSISTANT TO THE SUPERINTENDENT OFFICE OF THE COUNTY SUPERINTENDENT OF SCHOOLS

CLASSIFICATION: Confidential
SALARY LEVEL: C-9
WORK YEAR: 227

DEFINITION:

Under the direction of the County Superintendent, the Assistant to the Superintendent is responsible to provide a wide variety of confidential administrative and office support to the County Superintendent of Schools; develop and maintain the schedule of the County Superintendent of Schools ensuring thorough preparation for all engagements; develop and implement procedures to ensure efficient communication and coordination of operations and services; serve as a liaison with all levels of staff, public officials, school district personnel, and community representatives for all county Superintendent business; analyzes and researches special projects; and performs all other related duties as required.

SUPERVISOR:

County Superintendent of Schools

POSITION(S) 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:

- Serve as liaison for all County Superintendent business
- Serve as liaison to County Board of Education
- Arrange the schedule for the County Superintendent, maintaining and ensuring thorough preparation for all engagements
- Coordinate travel arrangements, conferences, and meetings including scheduling of facilities, coordinating calendars, meal arrangement, etc.
- Coordinates travel arrangement, conferences and meetings for County Board, and Cabinet members of Superintendent's Office
- Exercise sound, independent judgment in relieving the Superintendent of routine flow of correspondence and reports, in referring administrative decisions to the proper administrator in the absence of the County Superintendent, and in problem solving

- Coordinate communication and activities among all constituent groups for the Superintendent and Board, (e.g., Superintendent's Cabinet, Monterey County School Districts, other agencies, the public, and internal departments, etc.)
- Communicate at a high level of competency in the English language, both orally and in writing, including composing and maintaining correspondence, responses and memoranda, and confidential material on behalf of the County Superintendent and the Officers, and County Board Of Education
- Interact and communicate effectively in all business situations showing courtesy, patience and tact (e.g., receive and address telephone calls, email, visitors, inquiries from the public, etc.)
- Respond to the public and handle items not requiring immediate attention of a higher level administrator
- Maintains all records for the County Committee on School District Organization and provides administrative assistance throughout the County Committee's review and decision making regarding petitions for unification, territory transfers, and the establishment of trustee are
- Assist with department budget projections and monitor budget transactions throughout the year
- Order necessary supplies for department completing process with purchase orders, invoices, etc., while monitoring budget
- Track and monitor contracts using contract management system
- Independently conduct daily flow of correspondence and reports, and compose correspondence on behalf of the County Superintendent and the Officers
- Compose correspondence for Board
- Review for accuracy and compliance all documents requiring the County Superintendent's signature
- Prioritize and manage multiple tasks to meet specific deadlines
- Maintain correspondence and confidential files
- Prepare agendas and take minutes at meetings as assigned, including the County Board of Education and the County Committee for School District Organization, ensure proper record keeping and archival of Monterey County Board of Education board meeting documents
- Utilize all modern office technology efficiently and effectively
- Assist with other business of the office of the County Superintendent of Schools Represent the County Superintendent of Schools at all times
- Maintains awareness of and ensures compliance with relevant State and Federal laws and regulations, Monterey County Office of Education Board Policies, 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 the 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 addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead; 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:

- Bachelor's degree from an accredited college or university
- Successful completion of three (3) years as an Executive Assistant or a related field with demonstrated competence and technical skills preferably in an educational setting
- Six (6) years of progressively responsible secretarial experience, including accurate minute-taking, transcription, and detailed agenda preparation

Knowledge of:

- Administrative office practices and procedures
- Correct grammar, spelling, punctuation, document construction, and editing
- Application of principles and practices of research, analysis, and project planning
- Budget preparation
- California State Education Code
- Monterey County Board Policies, Administrative Regulations, and procedures

Skills and Abilities:

- Maintain a high level of professionalism, communication and interpersonal skills
- Organize and prioritize responsibilities
- Collect, assemble and analyze data, prepare reports and monitor progress
- Multi-task at the level required in a complex and diverse service agency
- Work effectively with others in a wide variety of situations
- Accurately compute business mathematics transactions and review reports for accuracy
- Exercise sound discretionary judgment
- Prepare, produce, duplicate and disseminate complex information in variety of formats, effectively using a variety of software applications programs including Excel, Office, Powerpoint, and Outlook
- Operate modern office equipment
- Research, reason, and effectively resolve problems
- Conduct research, analyze data, and initiate necessary changes to maximize the effectiveness of assigned projects
- Communicate at a high level of competency in the English language both orally and in writing, with large and small group audiences
- Modify systems and procedures within area of responsibility

Desirable Qualifications:

- Master's degree in relevant field
- Bilingual/Biliterate in Spanish

Licenses and Certifications:

- California Driver's License and evidence of insurability

Other Requirements:

- Must be able to maintain confidentiality, professional effectiveness, and personal demeanor at all times
- Must be willing to modify days/hours and to work evenings and Saturdays on occasion
- Must be willing to travel using own transportation with mileage reimbursed, as the job may require