

MONTEREY COUNTY OFFICE OF EDUCATION

CONFIDENTIAL EXECUTIVE ASSISTANT OFFICE OF THE ASSOCIATE SUPERINTENDENT OF FINANCE AND BUSINESS

CLASSIFICATION: Confidential
SALARY LEVEL: C-4
WORK YEAR: 227

DEFINITION:

Under the direction of the Associate Superintendent of Finance and Business, the Confidential Executive Assistant to the Associate Superintendent is responsible to provide a wide variety of confidential administrative and office support; develop and maintain the schedule of the Associate Superintendent of Finance and Business ensuring thorough preparation for all engagements; provide assistance to the Associate Superintendent in fulfilling the responsibilities of the position; 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 Associate Superintendent business; analyze and research special projects; and performs all other related duties as required.

SUPERVISOR:

Associate Superintendent of Finance and Business

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:

- Provides secretarial support for the Associate Superintendent
- Serve as a liaison to the general public, public agencies, school districts, community leaders, and other Monterey County Office of Education (MCOE) departments on behalf of the Associate Superintendent.
- Draft responses, correspondence, memoranda, and agendas; participates in the research, composition, compilation and distribution of reports
- Prepare material for County Board of Education meetings and agendas
- Take, prepare, and distribute minutes of meetings
- Prepare information and reports necessary for negotiations
- Work with departments to respond to Public Records Requests in a legal and timely fashion
- Maintain operation of an office during administrator's temporary absence; monitor, and utilize voice and e-mail communication to forward information and complete assignments
- Maintain calendars and appointment records for the Associate Superintendent
- Coordinate meetings at MCOE and districts. Coordinate travel arrangements for conferences, meetings, and

workshops

- Independently prepare reports and summaries for members of the administration
- Prepare requests for invoices
- Receive and process accounts for payments
- Carry out special tasks and projects as assigned by Associate Superintendent
- Perform other job related tasks as required and complies with Monterey County Office of Education Board Policies and Administrative Regulations
- Work with the Associate Superintendent in updating Board Policies, Administrative Regulations, and procedures
- Communicate at a high level of competency in the English language, both orally and in writing, including composing and maintaining correspondence, responses and memoranda, confidential material related to labor negotiations as well as grievance responses on behalf of the Associate Superintendent.
Interact and communicate effectively in all business situations showing courtesy, patience and tact (e.g., receive and address telephone calls, emails, visitors, and inquiries from the public, etc)
- Respond to the public and handle items not requiring immediate attention of a higher level administrator
- Follow-up with staff, districts, attorneys, consultants, and the Monterey County Management Assistance Team (MCMAT) team to assure all issues are responded and closed
- Maintain files and track timely completion of assignments given to departments within the division
- 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
- Assist and support in all areas of labor relations, including participating in negotiating team conferences and strategy sessions, and processing grievance responses
- Independently conduct daily flow of correspondence and reports, and compose correspondence on behalf of the Associate Superintendent
- Review for accuracy and compliance all division documents requiring Associate Superintendent's signature
- Prioritize and manage multiple tasks to meet specific deadlines
- Maintain correspondence and confidential files including those related to negotiations and grievance responses
- Prepare agendas and take minutes at meeting as assigned
- Utilize all modern office technology efficiently and effectively
- Assist with other business of the Associate Superintendent
- Represent the Associate Superintendent at all times

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, from 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
- Demonstrated competence and technical skills preferably in an educational setting
- Six (6) years of demonstrated administrative support or office management experience with increasing responsibility

Knowledge of:

- Modern office procedures and practices, including filing systems, reception and telephone techniques and letter and report writing techniques
- Computer application software that includes word processing, data base and spreadsheets, and personal communication data devices

Ability to:

- Perform complex secretarial tasks with speed and accuracy and without close supervision
- Interact with and maintain cooperative relationships with those contacted in the course of work
- Handle information in a discreet and confidential manner
- Exercise reasonable judgment in unusual circumstances
- Communicate in English, clearly and concisely, both orally and in writing
- Plan, formulate and execute clerical procedures and directives in accordance with assigned duties and office policies
- Initiate and implement constructive suggestions to improve office and administrative procedures
- With limited supervision, understand and carry out both oral and written instructions
- Type neatly and accurately at 65 words per minute.
- Perform mathematical calculations with speed and accuracy
- Analyze situations accurately and adopt an effective course of action
- Be flexible with a positive attitude and possess excellent interpersonal skills
- Work as a team member
- Some positions in this classification may require bilingual, biliterate skills (English/Spanish)

Desirable Qualifications:

- Experience in a public education environment

Licenses and Certifications:

- California Driver's License and evidence of insurability