

MONTEREY COUNTY OFFICE OF EDUCATION

EXECUTIVE ASSISTANT (CONFIDENTIAL) HUMAN RESOURCES

CLASSIFICATIONS: Confidential
SALARY LEVEL: C-3
WORK YEAR: 227

DEFINITION:

Under the direction of the Chief Human Resources Officer, the Executive Assistant (Confidential) is responsible to perform highly responsible and confidential administrative assistant duties to relieve the administrator 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; train and provide work direction to assigned secretarial and clerical staff and student workers; maintain confidentiality of sensitive and privileged information.

SUPERVISOR:

Chief Human Resources Officer

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:

- Perform highly responsible duties as the primary and confidential assistant to the administrator, relieving the administrator of a variety of secretarial and administrative details; plan, coordinate and organize office activities and flow of communications for the administrator; maintain confidentiality of privileged and sensitive information
- Receive, screen and route calls, visitors and mail; respond to inquiries and questions from staff, personnel, faculty and outside agencies regarding assigned functions; direct individuals to interdepartmental services and organizations as appropriate
- Compose correspondence independently on a variety of matters including those of a confidential nature related to negotiations and grievance responses; compile, type and create various letters, forms, flier's, reports, contracts, statistical data, memoranda, newsletters, vouchers, lists and other materials as directed; prepare, format, edit, proofread and revise written materials
- Coordinate and schedule various appointments and meetings; reserve catering services for workshops and meetings, make travel and hotel arrangements; reserve facilities; prepare and assure proper completion of reimbursement forms; maintain and coordinate the administrator's calendar; prepare and disseminate

calendar of events and invitations; coordinate and arrange special events and activities for the Chief Human Resources Officer

- Prepare documents and information relating to collective bargaining activities including employee relations and negotiations; maintain confidentiality regarding issues related to negotiations and other collective bargaining matters
- Attend a variety of meetings; prepare related notices, reports, presentations and agendas; record and transcribe minutes; prepare and distribute minutes, updated records, documents and reports to appropriate personnel
- Research and compile a variety of information; compute statistical information for various federal, State and local reports; process and evaluate a variety of contracts, 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 spreadsheets and generate a variety of computerized lists and reports; review and process MCOE contracts; 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; initiate budget transfers as directed
- Perform special projects and prepare various forms and reports on behalf of the Chief Human Resources Officer; attend to administrative details on special matters as assigned; perform varied duties related to the Chief Human Resources Officer area of responsibility and assigned programs
- Maintain department website, update content, forms, applications and system automated procedures
- Prepare, type and process requisitions and work orders according to established guidelines; order, receive and maintain inventory of supplies and equipment in accordance with established guidelines
- Operate and maintain a variety of office equipment including a calculator, copier, printer, scanner, telephone, fax machine, computer and assigned software; maintain department copier codes; arrange for equipment repairs as needed
- Communicate with other departments, administrators and outside agencies to coordinate activities, exchange information and resolve issues or concerns
- Maintain awareness of and ensure compliance with relevant State and Federal laws and regulations, Monterey County Office of Education Board Policies, Superintendent Policies and Administrative Regulations

OTHER DUTIES:

Perform 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, 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:

- Associate's degree from an accredited college or university
- Demonstrated competence and technical skills preferably in an educational setting
- Six (6) years of increasingly responsible administrative support experience

Knowledge of:

- Functions and secretarial operations of an administrative office
- Organizational operations, policies and objectives
- Basic understanding of collective bargaining and grievance procedures
- 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
- Basic public relations techniques
- Operation of a computer and assigned software

Skills and Abilities:

- Perform highly responsible and confidential secretarial and administrative assistant duties to relieve the Executive Director 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 assigned administrator
- 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
- Type or input data 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

Licenses and Certifications:

- California Driver's License with evidence of insurability