

MONTEREY COUNTY OFFICE OF EDUCATION

SENIOR EXECUTIVE ASSISTANT OFFICE OF THE DEPUTY SUPERINTENDENT OF SCHOOLS

CLASSIFICATION: Confidential
SALARY LEVEL: C-6
WORK YEAR: 227

DEFINITION:

Under the direction of the Deputy Superintendent, the Senior Executive Assistant to the Deputy Superintendent is responsible to provide a wide variety of confidential administrative and office support; develop and maintain the schedule of the Deputy Superintendent of Schools ensuring thorough preparation for all engagements; provide assistance to the Deputy Superintendent in fulfilling the responsibilities of the position; serve as a liaison with all levels of staff, public officials, school district personnel, and community representatives for all Deputy Superintendent business; analyze and research special projects; interpret policies to officials, staff, and the public; coordinate and organize office activities and flow of communications and information for the Deputy Superintendent; and performs all other related duties as required.

SUPERVISOR:

Deputy Superintendent

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 duties 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 and confidential duties as the sole assistant to the Deputy Superintendent, relieving the administrator of a variety of secretarial and administrative details
- Serve as liaison for all Deputy Superintendent business
- Arrange the schedule for the Deputy Superintendent, maintaining and ensuring thorough preparation for all engagements
- Coordinate travel arrangements, conferences and meetings including scheduling of facilities, coordinating calendars, meal arrangement, etc.
- Coordinate the Division's web postings

- Maintain and manage content of County Board website including posting of meeting agendas, minutes, policies and regulations
- Work with the Deputy Superintendent and the County Board representative in creating and updating Board Policies and Administrative Regulations
- Promulgate Board Policies, administrative regulations and Superintendent policies throughout the organization
- Maintain and post all changes and additions to Board policies and Administrative Regulations
- Prepare and review agenda items and packets for the County Board in compliance with legal requirements and inclusion of necessary exhibits and backup materials, and edit, rewrite or originate agenda items
- Maintain an accurate archiving system for the County Board files and documentation according to established record retention laws
- Exercise sound, independent judgment in relieving the Deputy Superintendent of routine flow of correspondence and reports, in referring administrative decisions to the proper administrator in the absence of the Deputy Superintendent, and in problem solving
- Coordinate communication and activities among all constituent groups for the Deputy Superintendent (e.g., Superintendent's Cabinet, Monterey County School Districts, other agencies, the public, 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, confidential material related to labor negotiations as well as grievance responses on behalf of the Deputy Superintendent
- Interact and communicate effectively in all business situations showing courtesy, patience and tact (e.g., receive and address telephone calls, email, visitors, and inquiries from the public)
- Assist in the development of the department budget, gather records and estimate budget projections, maintain and monitor designated budgets and assure accounts are accurate and expenditures are within established limitations
- Research and compile a variety of information, and compute statistical information for various federal, State and local reports
- Perform special projects and prepare various forms and reports on behalf of the Deputy Superintendent
- Attend a variety of meetings, serve on a variety of committees, and prepare related notices, reports, presentations and agendas
- Receive, screen and route calls, visitors and mail
- Respond to inquiries and questions from personnel, faculty and outside agencies regarding assigned functions, and direct individuals to interdepartmental services as appropriate
- Prepare and process office supply and equipment requisitions and work orders according to established guidelines, and order, receive and maintain inventory of supplies and equipment
- Respond to the public and handle items not requiring immediate attention of a higher level administrator
- Maintain division tickler file and track timely completion of division assignments
- 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 Deputy Superintendent
- Review for accuracy and compliance all division documents requiring Deputy 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 meetings as assigned, including the County Board of Education and the County Committee for School District Organization
- Utilize all modern office technology efficiently and effectively
- Assist with other business of the Deputy Superintendent
- Represent the Deputy Superintendent 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, 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 years as an Executive Assistant or similar position
- 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 Education Code
- Monterey County Superintendent and 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
- Perform highly responsible and confidential secretarial administrative duties
- Interpret, apply and explain laws, codes, rules, regulations, policies and procedures
- Plan, coordinate and organize office activities and flow of communications and information
- Organize complex material and summarize discussions and actions taken in report form
- Compile and prepare comprehensive reports concerning a broad spectrum of subject matter
- 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 mathematical 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 application programs including Excel, Office, PowerPoint, and Outlook
- Operate modern office equipment
- Research, reason, and effectively resolve problems
- Analyze situations accurately and adopt an effective course of action
- 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
- Establish and maintain cooperative and effective working relationships with other
- 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
- Modify systems and procedures within area of responsibility
- Meet schedules and timelines
- Prioritize and schedule work
- Operate a variety of office equipment include a computer and assigned software
- Type or input data at an acceptable rate of speed
- Work independently with little direction
- Work confidentially with discretion
- Make arithmetical calculations

Desirable Requirements:

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

Licenses and Certifications:

- Possess an appropriate California Driver's License with evidence of insurability

- CPR and First Aid Certification

Other Requirements:

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