



Job Description

POSITION TITLE:	Executive Assistant II	# 2205
SALARY PLACEMENT:	Classified/Confidential Supervisory Salary Schedule Range 7	

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Equivalent of the completion of the twelfth grade, supplemented by course work or training in business office management, organization and supervision, and related technical skill areas at the community college level. Experience of an exact nature may be substituted. Five years of increasingly responsible varied and administrative secretarial experience.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Possess an AA Degree in Business or related field and/or experience in the field of public education. Experience working in a school district or county office of education.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Take notes and transcribe accurately. Advanced computer and word processing skills. Ability to carry out complex oral and written directions; make decisions independently; communicate effectively; establish and maintain cooperative working relationships; and to prepare correspondence independently. Be flexible and receptive to change.

SUMMARY OF POSITION:

Under administrative direction of the Deputy/Associate Superintendent, performs a wide variety of complex and highly responsible secretarial and clerical duties; acts as an administrative aide to relieve the Deputy/Associate Superintendent of complex routine administrative and technical details; serves as the initial contact with the public for the Deputy/Associate Superintendent. This is a classified, confidential position.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Serve as secretary/administrative assistant to the Deputy/Associate Superintendent.
2. Maintain a calendar of activities and events, schedules appointments, conferences, meetings, and makes travel accommodations and arrangements.
3. Gather, review, and compile information and prepares accurate and comprehensive reports and surveys.
4. Prepare memoranda, letters, reports, news releases, bulletins, statistical charts, agendas, handbooks, and other correspondence, and edits accurately.
5. Process incoming and outgoing mail.
6. Screen the Deputy/Associate Superintendent's mail, calling to his attention that which requires immediate action and independently composes replies to that which does not require the Deputy/Associate Superintendent's personal attention.
7. Receive visitors in person and over the phone, answers questions regarding the agency's activities or procedures and resolves complaints.

8. Coordinate and organize meetings and workshops; prepares required materials, makes conference room reservations and arrangements.
9. Create requisitions for supplies; initiate maintenance and work orders; make travel arrangements.
10. Conduct surveys, and analyzes and synthesizes data as requested.
11. Maintain current knowledge of SJCOE bargaining unit contracts, legal mandates, policies and procedures.
12. Plan, organize and prioritize own work to meet deadlines and accomplish assigned tasks within established time lines.
13. Attend to administrative and clerical detail utilizing initiative, problem analysis techniques, good judgment and confidentiality.
14. Prepare a variety of communicative subject matter that may include privileged and highly sensitive material. Maintains strict confidentiality on all job-related matters.
15. Serve as a liaison with departments and individuals relating information, policies, inquiries, and regulations of the Deputy/Associate Superintendent.
16. Research and compile data on assigned topics.
17. Make independent decisions in the absence of the Deputy/Associate Superintendent.
18. Keep accurate records.
19. Perform other related essential functions as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with SJCOE staff, district staff, and the public.