

## **YOLO COUNTY OFFICE OF EDUCATION**

### **CLASS TITLE: EXECUTIVE ASSISTANT**

#### **BASIC FUNCTION:**

Under the direction of the Superintendent or Deputy Superintendent, perform a variety of confidential, complex and responsible secretarial and administrative support duties to assist the Superintendent or Deputy Superintendent with administrative details; serve as primary secretarial support to the assigned administrator; provide assistance and information to County Office staff, County and State officials, parents and media; train and evaluate the performance of assigned staff; maintain confidentiality of sensitive information regarding collective bargaining and other matters.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Perform complex and responsible secretarial duties including processing administrative details not requiring the immediate attention of the Superintendent or Deputy Superintendent; prepare information needed in administrative decisions and in facilitating implementation of policies and programs; coordinate office work flow to assure the proper and timely completion of work.

Communicate with County Office staff, Board members, District Superintendents, school district personnel, parents, County and State officials, media and citizens regarding various County Office programs, activities and other issues; provide and exchange technical information and assistance; resolve issues as appropriate; schedule meetings and coordinate activities.

Research and interpret the State Education Code as needed; research and gather information for interpretation or for referral to other staff; provide information regarding County public and private education operations and regarding County and State agencies and organizations.

Maintain confidentiality of sensitive information including collective bargaining agreements, union negotiations and other confidential information; maintain master file of County Office contracts and agreements as assigned by the position.

Receive and screen office visitors and answer telephone calls; take messages; provide information and answer questions where judgment, knowledge or interpretation of policies, procedures, regulations and laws are necessary; exercise discretion in public contacts.

Receive and transcribe confidential dictation as required; compose correspondence independently or in accordance with oral or written instruction requiring thorough knowledge of County Office policies and procedures; exercise discretion and judgment.

Oversee the organization and operations of assigned office functions.

Attend a variety of regular and special meetings including Board meetings; record, transcribe,

prepare and distribute minutes as appropriate; prepare agendas and minutes for meetings of the Board and serve as recording secretary; prepare packets for distribution to appropriate individuals; assist Board members as needed; participate on assigned committees.

Requisition office supplies and materials to assure adequate inventory; assist in preparing and monitoring budgetary and other financial data; compile annual budget requests, recommend expenditure requests for designated accounts and monitor approved budget accounts.

Train and evaluate the performance of assigned staff; assign and review the work of others; participate in selection, termination and discipline procedures.

Maintain the Superintendent's appointment calendar; make travel arrangements for the Superintendent, including conference registration, transportation and lodging.

Prepare, maintain and type a variety of materials such as reports, correspondence and other documents; proofread and edit materials to assure completeness, accuracy and compliance with County Office rules and regulations; develop and maintain rosters, newsletters, publications, memoranda and other documents as assigned.

Operate a computer, assigned software and other standard office equipment as assigned; drive a vehicle to various sites to conduct work.

**OTHER DUTIES:**

Oversee file management for key file systems within an assigned division.

Perform special projects and assignments as requested.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- County Office organization, operations, policies and objectives.
- Advanced secretarial and administrative assistant methods and responsibilities.
- Applicable sections of the State Education Code and other applicable laws.
- Research methods and report writing techniques.
- Principles and practices of supervision and training.
- Interpersonal skills using tact, patience and courtesy.
- Modern administrative office practices, procedures and equipment.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Receptionist and telephone techniques.
- Oral and written communication skills.
- Record-keeping techniques.
- Alpha and numeric filing systems.
- Operation of office machines including computer equipment.
- Word processing techniques.

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**Ewing & Company**

**ABILITY TO:**

Perform a variety of complex and responsible secretarial and administrative support duties to assist the Superintendent or Deputy Superintendent with administrative details.  
Maintain confidentiality of sensitive information regarding collective bargaining and other matters.  
Apply, interpret and explain the operations, policies and procedures of the Superintendent or Deputy Superintendent's office.  
Train, supervise and evaluate personnel.  
Communicate effectively both orally and in writing.  
Analyze situations accurately and adopt an effective course of action.  
Work independently with little direction.  
Prepare and maintain administrative records and files.  
Perform research, compile data and prepare reports.  
Work confidentially with discretion.  
Plan and organize work.  
Compose correspondence and written materials independently.  
Meet schedules and time lines.  
Operate a computer terminal to enter data, maintain records and generate reports.  
Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in business or related field, or five years of increasingly responsible secretarial experience including two years experience in a supervisory capacity.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Constant interruptions.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information in person or on the telephone.  
Dexterity of hands and fingers to operate a computer keyboard.  
Sitting for extended periods of time.  
Seeing to read a variety of materials.  
Reaching overhead, bending at the waist, kneeling or crouching to file materials.