

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: EXECUTIVE ASSISTANT

BASIC FUNCTION:

Under the direction of an assigned Deputy Superintendent, perform highly responsible administrative assistant duties to relieve the Deputy Superintendent 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.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform highly responsible duties as the primary administrative assistant to the Deputy Superintendent, relieving the administrator of a variety of administrative details; plan, coordinate and organize office and department activities and flow of communications for the administrator;

Serve as liaison between the Deputy Superintendent and staff members, school districts, public agencies and the general public; receive, screen and route telephone calls; greet and assist visitors; refer callers or visitors to appropriate staff members; take and relay messages; respond to requests, complaints and questions from officials, staff and the public, representing the Deputy Superintendent by phone and written communication; interpret policies and regulations to officials, staff and the public;

Compose correspondence independently on a variety of matters including those of a confidential nature; compile and type various letters, forms, reports, contracts, packets, statistical data, memoranda, bulletins, newsletters, notices, vouchers, lists and other materials as directed; prepare, format, edit, proofread and revise written materials;

Coordinate and schedule various appointments and meetings; make travel arrangements; reserve facilities; prepare and assure proper completion of travel requests and related reimbursement forms; maintain and coordinate the administrator's calendar; prepare and disseminate calendar of events; coordinate and arrange special events and activities for the Deputy Superintendent;

Receive, sort and route incoming correspondence; review and determine priority of incoming mail; compose replies independently or from oral direction; prepare notices, packets and informational materials for mailing;

Attend a variety of meetings; prepare related notices, reports, presentations and agendas; record and transcribe minutes as assigned by the position; prepare and distribute minutes, updated records, statements, 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 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 queries and generate a variety of computerized lists and reports; 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; compile data for budget preparation and assist in the planning and development of program budgets; monitor accounts and reconcile expenses; research, track and resolve discrepancies;

Prepare and maintain a variety of complex lists and records related to assigned duties; establish and maintain filing systems;

Perform special projects and prepare various forms and reports on behalf of the Deputy Superintendent; attend to administrative details on special matters as assigned; perform varied duties related to the Deputy Superintendent's area of responsibility and assigned programs;

Operate and maintain a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software; arrange for equipment repairs as needed;

Communicate with other departments, administrators and outside agencies to coordinate activities, exchange information and resolve issues or concerns; obtain and provide information, records and materials to staff and the public where judgment, knowledge and interpretation of policies and regulations and organizational functions and programs are required; verify information for staff and outside agencies as requested;

Prepare, type and process requisitions according to established guidelines; order, receive and maintain inventory of supplies and equipment in accordance with established guidelines;

Develop and implement office procedures to assure complete and timely operations; create office forms to facilitate work flow.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Functions and secretarial operations of an administrative office;
- Organizational operations, policies and objectives;
- 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;

Public relations techniques;
Operation of a computer and assigned software.

ABILITY TO:

Perform highly responsible and confidential administrative assistant duties to relieve the Deputy Superintendent 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 files and records;
Assure efficient and timely completion of office and program projects and activities;
Understand and resolve issues, complaints or problems;
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;
Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate's degree in office computer applications or related field and four years of increasingly responsible administrative assistant experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Ability to exchange information in person or on the telephone;
Ability to operate a computer keyboard;
Ability to read a variety of materials;
Sitting or standing for extended periods of time;

Personnel Commission Approval:

Revised: July 8, 2020
January 18, 2006