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;

San Mateo County Office of Education
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

San Mateo County Office of Education