

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: EXECUTIVE ASSISTANT IV, CONFIDENTIAL

BASIC FUNCTION:

Under the direction of the Superintendent, perform a variety of highly responsible and complex administrative and secretarial support services for the Superintendent, Deputy Superintendent, Board of Education and supporting committees and associations; plan, coordinate and organize office activities and coordinate communications, correspondence and information for the Superintendent, Board members and others; train and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of highly responsible and complex administrative and secretarial support services for the Superintendent, Deputy Superintendent, Board of Education and supporting committees associations; assure smooth and efficient office operations, and proper and timely completion of projects and activities; plan, coordinate and organize office activities.

Serve as the primary secretary to the Superintendent; serve as liaison and coordinate communications, public relations and information between the Superintendent, Deputy Superintendent, Board members, officials, administrators, staff, students, school districts, governmental organizations, outside agencies and the public.

Provide technical information and assistance to staff, administrators, parents, outside agencies, districts and others concerning assigned office functions and County Office operations and activities; respond to inquiries and provide detailed and technical information concerning schedules, meetings, Board actions, agendas, events, laws, regulations, policies, practices and procedures.

Prepare correspondence independently or from rough draft or oral instructions on a variety of matters including those of a confidential nature; compose and type various letters, agenda items, forms, reports, memoranda, bulletins, lists, presentations and other materials; review, revise, edit, format and proofread a variety of materials.

Train and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work to assure accuracy, completeness and compliance with established standards, requirements and procedures; provide or coordinate staff training activities as directed.

Receive, screen and route phone calls; greet and assist visitors; refer callers or visitors to appropriate staff; take and relay messages; respond to requests, complaints and questions from officials, staff and the public, representing the Superintendent, Deputy Superintendent, Board and others by phone or written communication; exercise independent judgment in resolving a variety of complex issues and conflicts as needed; refer major issues and conflicts to the Superintendent as needed.

January 18, 2006

San Mateo County Office of Education

Assist the Superintendent with the details of implementing Board policy, statutory requirements and a variety of other administrative functions; perform research, participate in special projects and prepare information and written communications on behalf of the Superintendent; attend to administrative details on special matters as assigned.

Provide secretarial and administrative support to the Board, Deputy Superintendent and other assigned officials and administrators; coordinate and schedule various appointments, meetings and special events for the Board, Deputy Superintendent and Superintendent; maintain and coordinate appointment and activity schedules and calendars; coordinate travel and conference arrangements.

Attend Board and various other administrative meetings and sessions; oversee and participate in compiling, preparing and distributing notices, packets, agenda items and other documents; take and transcribe minutes; prepare and update records, reports and other documents in response to Board resolutions, actions and directives concerning County Office operations, policies, procedures and administrative regulations.

Receive, sort and route incoming correspondence; review and determine priority of incoming mail; compose replies independently or from oral direction; process, evaluate and distribute a variety of forms and applications related to assigned functions; coordinate the publication and distribution of Board policies and administrative rules.

Compile information and prepare and maintain a variety of detailed and complex lists, records and reports related to meetings, correspondence, Board actions, financial activity and assigned duties; establish and maintain filing systems; maintain official records and confidential files as directed; maintain official register of governing board members for County school districts.

Provide oral and written information concerning a variety of special matters such as transfers of territory, inter-district attendance appeals and expulsion appeals.

Assist in the development and maintenance of the Superintendent's budget; monitor expenditures and assure spending does not exceed established limitations; calculate, prepare, compare and revise accounting and budgetary data.

Research, compile and verify a variety of data and information; compute statistical information for various reports; duplicate, assemble, distribute, collect, verify and assure accuracy and completeness of various documents.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software; drive a vehicle to conduct work.

Communicate with other departments, administrators and outside agencies to coordinate activities, exchange information and resolve issues or concerns.

Maintain access to documents, information and discussions relating to collective bargaining activities; prepare information used in collective bargaining activities as requested; maintain confidentiality regarding issues related to negotiations and collective bargaining matters.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Functions and secretarial operations of an administrative office.
County Office organization, operations, policies and objectives.
Policies and objectives of assigned programs and activities.
Applicable laws, codes, regulations, policies and procedures.
Modern office practices, procedures and equipment.
Record-keeping and filing techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Telephone techniques and etiquette.
Methods, procedures and terminology used in clerical accounting work.
Oral and written communication skills.
Principles and practices of supervision and training.
Interpersonal skills using tact, patience and courtesy.
Methods of collecting and organizing data and information.
Business letter and report writing, editing and proofreading.
Operation of a computer and assigned software.
Public relations techniques.

ABILITY TO:

Perform a variety of highly responsible and complex administrative and secretarial support services for the Superintendent, Deputy Superintendent, Board and supporting committees and associations.
Plan, coordinate and organize office activities and coordinate communications, correspondence and information for the Superintendent, Board members and others.
Train and evaluate the performance of assigned personnel.
Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
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 and confidential files and records.
Assure efficient and timely completion of office and program projects and activities.
Compile, research, analyze and interpret a variety of data.
Understand and resolve complex issues, complaints or problems.
Type or input data at an acceptable rate of speed.
Take and transcribe dictation at an acceptable rate of speed.
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.
Work independently with little direction.
Communicate effectively both orally and in writing.
Add, subtract, multiply and divide with speed and accuracy.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate's degree in secretarial science or related field and five years of increasingly responsible secretarial or administrative assistant experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

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