

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: SENIOR EXECUTIVE ASSISTANT

BASIC FUNCTION:

Provides primary executive-level administrative support the Deputy Superintendent, Instructional Services by coordinating projects and communications; managing information and administrative systems; scheduling appointments; making travel arrangements; arranging meetings and events; and completing administrative projects.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assists Deputy Superintendent by reading correspondence, researching information, responding to emails, drafting response letters, returning phone calls, arranging conference calls and video conferences, and maintaining appointment calendars.

Act as liaison for the Deputy Superintendent by communicating with department heads, school district officials, and staff from external organizations to coordinate activities, exchange information, and resolve problems.

Completes special projects by compiling and analyzing; and arranging information; computing statistical information, preparing spreadsheets, documents, and report summaries.

Accomplish administrative requirements by coordinating communications and documents related to preparing consulting contracts, personnel requisitions, hiring and payroll forms, purchase orders, and budget documents.

Assists Deputy Superintendent with decision making by reviewing office policies and internal procedures, and conferring with department managers, recommends modifications to practices and procedures.

Coordinates meetings conferences and events by preparing notices and agendas, creating brochures and conference programs, arranging telecommunications on online communications, and preparing meeting materials including PowerPoint presentations; contacting trainers and speakers arranging for equipment needed to make presentations.

Record meeting information by taking and transcribing meeting minutes, and preparing and distributing summary reports.

Arranges travel by developing itineraries and scheduling transportation and hotel accommodations, and preparing expense reimbursements.

Maintains communication flow and administrative systems by overseeing division operating practices and reporting procedures; assigning tasks to administrative staff; communicating with the business, payroll and human resources departments; and ensuring administrative procedures are completed.

Coordinate division information management by creating and maintaining database files and producing lists and reports.

OTHER DUTIES:

Perform related duties as assigned.

October 9, 2013

San Mateo County Office of Education

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organizational and division-level operations, policies and procedures;
Executive-level administrative support requirements, methods, practices and procedures;
Purposes, objectives, and procedures of the departments and programs within the Instructional Services Division;
Advanced administrative technical and writing skills required to draft business correspondence, edit and proofread reports, create spreadsheet, PowerPoint and electronic forms and documents;
Technical and operational knowledge of Microsoft Suite business applications including, Word, Excel, and PowerPoint and other relevant software.
Effective public relations techniques.

ABILITY TO:

Demonstrate a high level of administrative competence, and develop successful administrative strategies;
Use time productively and balance work on multiple projects in progress simultaneously;
Interact professionally with individuals in a variety of roles and agencies throughout the state;
Change tactics mid-stream or mid-project when needed and re-prioritize deadlines;
Compose and edit memoranda and business letters that reflect professional expertise;
Achieve results with a high degree of attention to detail and accuracy;
Communicate clearly and concisely using tact and diplomacy;
Develop creative solutions to administrative problems;
Make sound decisions in absence of detailed instructions;
Successfully complete assignments and meet schedules and deadlines with minimal direction;
Anticipate administrative requirements, plan ahead, and independently take action to complete tasks;
Learn rapidly and adapt to quickly to new methods and changing situations;
Organize materials and resources to accomplish objectives;
Work harmoniously and effectively as a member of a project team;
Cope effectively with pressures and tensions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: an Associate Arts degree in business administration or related field and four years of increasingly responsible executive-level administrative assistant experience.

WORKING CONDITIONS:

PHYSICAL DEMANDS:

Hearing and speaking sufficient to exchange information in person and on the telephone.
Dexterity of hands and fingers sufficient to operate a computer keyboard.
Eye sight sufficient to read data on a computer monitor and read small print o documents.
Sitting and standing for extended periods of time.
Bending at the waist, kneeling or crouching to file materials.