

Sacramento County Office of Education Job Description
Classification Title:
Executive Assistant to the Superintendent (Confidential)

DEFINITION

Under general direction, performs highly responsible, confidential, and complex secretarial assignments for the Sacramento County Superintendent of Schools and the members of the Board of Education; relieves the County Superintendent of Schools of administrative and technical detail.

DISTINGUISHING CHARACTERISTICS

The Executive Assistant to the Superintendent and Board of Education differs from the Executive Assistant to the Deputy Superintendent and the Executive Assistant in the level of responsibility and interaction with the Board of Education, school district administrators, outside governmental agencies, the public, and the news media, as well as level of independent judgment and discretion exercised. This class is part of the Confidential unit, which is distinguished from the classified unit by the assignment of duties which are directly related to the negotiations and employee/employer relations functions of the county office.

DIRECTLY RESPONSIBLE TO

County Superintendent of Schools and Board of Education

SUPERVISION OVER

Responsible for assigning, directing, and reviewing the work of other support personnel

DUTIES AND RESPONSIBILITIES

(This position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in this position)

Support to Superintendent and Board

Manages office details by relieving the Superintendent of Schools of routine requests and matters; serves as a member of the Superintendent's Cabinet; schedules and coordinates Superintendent of Schools' calendar and appointments; schedules and coordinates travel and conference arrangements for Superintendent of Schools and Board members; coordinates timely receipt of Board of Education agenda items; schedules, coordinates, trains, and directs the activities of clerical and other office personnel to maximize efficient workflow; according to the Brown Act guidelines, plans, coordinates, and attends regular meetings, study sessions, and closed sessions of the Board of Education and the County Committee on School District Organization; prepares and distributes notices, agendas and supplementary materials, schedules facilities and audio-visual equipment, prepares transcribed minutes and follow-up actions, and video or audio recordings of meetings.

Communications

Creates and processes letters, newsletters, e-mails, and other documents independently for the Superintendent of Schools; interprets and explains county office policies, programs, and legislative regulations; provides effective oral and written communication, and maintains relationships with the members of the Board of Education, county office staff, school district personnel, other county offices, outside agencies, the public, and the news media; keeps the Superintendent of Schools apprised of potential problems and concerns; assists in preparing communication bulletins to the Board regarding organizational updates and activities; edits letters, annual reports, newsletters and any related publications for the Superintendent of Schools.

Budget Monitoring/Record Keeping

Monitors designated budgets and expenditures, reviews for accuracy, and makes adjustments and revisions as directed; prepares purchase orders and supply requisitions; may monitor receipt of materials and

invoices; processes mileage claims; oversees financial records for Sacramento County School Boards Association including issuing checks, making deposits and withdrawals, prepares annual financial report; maintains database of Board agenda items and actions; maintains official files of Board minutes, agendas and resolutions; maintains permanent, historical records of the Board of Education; maintains Board By-laws, Board Policies and Administrative Rules and Regulations database and files; coordinates filing of annual Conflict of Interest forms for the Superintendent and Board members.

Special Projects

Performs Special projects as assigned by the County Superintendent of Schools and/or the Board of Education including the planning, coordination and implementation of county office and school district special elections and Board elections; serves as secretary to the Sacramento County School Boards Association by planning, coordinating, and attending meetings; assists in coordinating district superintendent meetings; coordinates and facilitates quarterly meetings with the Secretaries to the Superintendents within Sacramento County; coordinates and attends Capital Service Region meetings as needed; research and compile data for other projects as assigned.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Any combination of education, training, and/or experience which demonstrates ability to perform the duties as described including extensive satisfactory experience at the executive secretarial level, preferably in a public education environment; coursework in business administration or a related field is desirable.

Knowledge of:

Standard secretarial procedures and office management techniques; correct English grammar, punctuation, spelling, and proofreading; record keeping and filing systems; general finance and accounting principles; applicable sections of California Education Code, Government Code, Elections Code, and other related laws; Brown Act and Robert's Rules of Order; standard office equipment and software applications; principles of Internet research; effective telephone techniques.

Skill and Ability to:

Effectively coordinate a variety of difficult, technical administrative functions at a level requiring extensive independent decision-making within established rules, policies, and procedures; prepare clear, concise, grammatically correct (including punctuation and spelling), letters, memos, minutes, and other written documents; communicate effectively, both verbally and in writing, with the Board of Education, county office personnel, school administrative staffs, outside agencies, the public, and news media demonstrating tact, and diplomacy; maintain confidentiality of privileged and sensitive information; lead and direct work of other clerical and office personnel and evaluate performance; set priorities, define tasks, schedule and coordinate activities and functions, develop procedures and complete assignments; exercise independent thinking and good judgment; mathematical computational skills; operate a variety of office equipment including computer, fax machine, calculator and copier; interpret policies, administrative regulations and legislation, and accurately explain to others; establish and maintain effective file systems; perform research and compile information from a variety of sources; and maintain cooperative relationships with those contacted in the course of work assignments.

Other Characteristics

Willingness to work during evening hours to attend regular and special Board of Education meetings, and other meetings and conferences as assigned; willingness and ability to obtain a Notary Public Commission.

Revision approved by the Personnel Commission 11/14/06
Revision approved by the Personnel Commission 6/17/98
Revised by the Personnel Commission 1/24/90
Revised and approved by County Board 9/18/86
Previous Title: Secretary to the Superintendent and Board of Education
Approved by County Board 2/22/83

