

Sacramento County Office of Education Job Description

Classification Title: Executive Assistant (Confidential)

DEFINITION

Under general direction, provides high-level support for a Cabinet-level administrator or other designated administrator, performing a variety of responsible and confidential secretarial, technical, and administrative functions; performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Executive Assistant class is distinguished from the Administrative Assistant class by the degree of independent judgment and decision making required. 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

A Cabinet-level administrator or other designated administrator. May be assigned work by the Executive Assistant to the Superintendent.

SUPERVISION OVER

May be responsible for assigning, directing, and reviewing the work of other support personnel.

DUTIES AND RESPONSIBILITIES

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification. Executive Assistants who do not report directly to Cabinet members at the Assistant Superintendent level will not perform all of the listed duties.)

Office Management/Support

Responsible for maintaining department, school, and/or administrator calendars and schedules related appointments; coordinates activities of numerous departments insuring functions scheduled do not conflict with existing or planned events; makes arrangements for conferences, workshops, and inservices including preparing materials, and analyzing evaluation data; may coordinate and organize the support functions for Board of Education or Personnel Commission meetings; manages office details by relieving the administrator of routine requests and matters; follows established rules and procedures in responding to requests and redirecting items to other staff members; designs and organizes the office record keeping system and insures maintenance of files; screens administrator's calls and visitors; serves as backup for other positions in the department; maintains follow-up/reminder systems to insure timely completion of projects; prepares necessary documents to order equipment and supplies; may train, supervise and assign work to subordinates.

Budget Management

Maintains oversight responsibility for department budgets including compiling necessary data for projects, monitoring expenditures and income, making projections, and recommending and instituting budget revisions when necessary; schedules and coordinates travel/conference arrangements; completes purchase requisitions; prepares expense and mileage reimbursement claims; processes expenditure and income contracts; may assist in preparing grant proposals by costing out salaries, benefits, and other expenses.

Communication and Policy Interpretation

Acts as liaison between County Office and the general public by answering detailed inquiries either orally or in writing on a variety of organizational activities; creates and composes letters, reports, memos, agenda items, graphs, charts, presentations, and e-mails ; independently answers correspondence not needing review by administrators; interprets and explains policies consistent with accepted interpretation; recommends policy and procedure revisions as they relate to internal support and clerical activities; may perform confidential employee/employer relations assignments; records minutes, prepares agendas and maintains permanent and confidential records of meetings.

Research and Special Projects

Researches information; compiles, prepares, and provides research and statistical reports; performs studies and analysis for a variety of programs including employee relations, budget, and instruction; verifies research results are standard, consistent, and valid; may present findings and reports to staff or other groups as necessary.

MINIMUM QUALIFICATIONS**Education, Training, and Experience**

Any combination of training and/or experience which demonstrates the ability to perform the duties as described; increasingly responsible administrative and office management experience, preferably in a public agency; 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, California Government Code, Brown Act and Robert's Rules of Order; and other related laws; standard office equipment and software applications; principles of Internet research; employee/employer relations and negotiations; effective telephone techniques.

Skill and Ability to:

Communicate effectively, both verbally and in writing, with diverse groups including top level administrators and Board members; prepare concise and accurate written communications; prepare documents and complete work assignments; exercise analytical and independent judgment; set up and maintain database files; utilize time management techniques to organize and prioritize work; coordinate a variety of projects simultaneously; read, interpret, research, explain, and apply laws, rules, regulations, policies, and procedures relating to County Office operations; accurately record/transcribe meeting minutes; learn County Office organization and key contact personnel; identify and research sources of data in the community to obtain information; maintain confidentiality; maintain cooperative working relationships.

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