

Sacramento County Office of Education Job Description
Classification Title:
Executive Assistant to the Deputy/Associate Superintendent

(Confidential)

DEFINITION

Under general direction, provides high-level support for the Deputy/Associate Superintendent, performing a variety of responsible and confidential secretarial, technical, and administrative functions; performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Executive Assistant to the Deputy/Associate Superintendent class is distinguished from the Executive Assistant class through degree of independent judgment and decision making required in providing support for the Deputy/Associate Superintendent. This classification is part of the Confidential unit, distinguished by the assignment of duties which are directly related to the negotiations and employee/employer relations functions of the county office.

DIRECTLY RESPONSIBLE TO

Deputy/Associate Superintendent.

SUPERVISION OVER

May be 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.)

Employer/Employee Relations

Provides support to Deputy/Associate Superintendent for collective bargaining process with all bargaining units; prepares information and compiles data to be used in the negotiations process; prepares contract updates, collective bargaining, and grievance processing; schedules negotiation sessions and association advisory committee meetings; prepares materials and meeting room setup for negotiation sessions and association advisory committee meetings; takes and transcribes minutes for association advisory committee meetings; maintains permanent employee/employer relations historical files and all materials related to mandated costs in preparation for state audits; performs other confidential employee/employer relations assignments as required.

Office Management/Support

Maintains department and Deputy/Associate Superintendent calendars; schedules related appointments; coordinates activities of numerous departments ensuring functions scheduled do not conflict with existing or planned events; makes arrangements for conferences, workshops, and in-services including preparing materials, and analyzing evaluation data; assists in the preparation of Board meeting packets; may coordinate and organize the support functions for Board of Education meetings; prepares Board presentations for the Deputy/Associate Superintendent; manages office details by relieving the Deputy/Associate Superintendent of routine requests and matters; prepares agenda and materials for Cabinet meetings; 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 ensures maintenance of files; screens Deputy/Associate Superintendent's calls and visitors; serves as backup for the Executive Assistant to the Superintendent; maintains follow-up/reminder systems to ensure timely completion of projects; prepares necessary documents to order equipment and supplies; trains, supervises and assigns work to subordinates; proofreads and edits documents, presentations, and correspondence provided to the Board and the public.

Budget Management

Maintains oversight responsibility for department budget 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 for the Deputy/Associate Superintendent and others as directed; completes purchase requisitions; prepares expense and mileage reimbursement claims.

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; prepares communication items from the Deputy/Associate Superintendent to the Board of Education; 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; maintains school district legal descriptions; records minutes, prepares agendas, and maintains permanent and confidential records of meetings.

Research and Special Projects

Researches, 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.

Approved by Personnel Commission 11/14/06
Revised 2/12/19