

# FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

## CONFIDENTIAL POSITION

JCN: 116  
RANGE: 151  
NON-EXEMPT

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### EXECUTIVE ASSISTANT TO THE DEPUTY SUPERINTENDENT

#### **BASIC FUNCTION:**

Under the direction of an assigned Deputy Superintendent, perform a variety of highly skilled, responsible, complex and confidential secretarial and administrative assistant duties to relieve the Deputy Superintendent of administrative and clerical detail; plan, coordinate and organize office activities and coordinate flow of communications for the assigned Deputy Superintendent.

#### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

- Ability to interpret, apply and explain highly complex, confidential and detailed program related information.
- Assist in monitoring, developing and maintaining department budgets as assigned; maintain related records and prepare budgetary reports; prepare and process purchase orders, invoices, requisitions and other financial documents as directed; prepare invoices and billings for payment.
- Communicate with county office staff, students, parents, government agencies and outside organizations to coordinate programs and activities, exchange information and resolve issues or concerns.
- Compile information and prepare and maintain a variety of data, records and reports related to department operations, financial activity, student information, correspondence, attendance, agenda items, board meetings, personnel and assigned duties; ensure accuracy and completeness of data, records and reports; establish and maintain filing systems.
- Compose highly complex confidential reports, spreadsheets and memorandums, independently or from oral instructions, note or rough draft; compose a variety of materials including inter-office communications, applications, requisitions, forms, letters, contracts, memoranda, bulletins, agenda items, handbooks, manuals and other materials; review and proofread a variety of documents.
- Coordinate travel arrangements and make reservations as assigned; process related reimbursement forms.
- Coordinate, schedule and attend a variety of meetings, workshops, in-services and other assigned events; compose, submit, revise and distribute agenda items; prepare and distribute notices of meetings; maintain appointment and activity calendar; reserve facilities; collect and compile information for meetings, projects and workshops; take, transcribe and distribute minutes as directed.
- Develop and implement office procedures to ensure complete and timely operations; create office forms which facilitate workflow; prioritize workload according to established timelines.
- Exercise independent judgment in resolving a variety of highly complex issues, complaints or problems and refer difficult issues to the Deputy Superintendent as necessary; problem solve and make difficult decisions as needed and formulate plans of action.
- Input a wide variety of data into an assigned computer system; maintain automated files and records; create confidential queries, manipulate data and generate a variety of mandated and requested computerized lists and reports; assure accuracy of input and output data; ensure mandated reports are completed and submitted to appropriate governmental agency or personnel according to established timelines.

- Monitor inventory levels of office supplies and equipment; contact vendors to coordinate purchases and request product information; receive and maintain inventory of supplies and equipment as directed.
- Perform a variety of highly skilled, responsible, complex and confidential secretarial and administrative assistant duties to relieve the Deputy Superintendent of administrative and clerical detail; plan, coordinate and organize office activities and coordinate flow of communications; ensure smooth and efficient office operations; provide administrative and secretarial support to board members as directed.
- Perform special projects and prepare various forms and reports on behalf of Deputy Superintendent; attend to administrative details on special matters as assigned; perform varied duties related to the Deputy Superintendent's area of responsibility and assigned programs.
- Receive visitors, including administrators, staff, parents and the public and provide information or direct to appropriate personnel; respond to inquiries, resolve issues and conflicts and provide technical information and assistance related to county office and department operations, policies, standards and procedures.
- Receive, open, sort, screen and distribute incoming mail; open mail and compose responses independently as appropriate; prepare and disseminate informational packets and bulk mailings to the public and staff regarding various events and programs as assigned.
- Research, compile and verify a variety of information; compute statistical information for a variety of reports; process and evaluate a variety of forms and applications related to assigned functions; duplicate and distribute materials as needed.
- Serve as executive assistant to the assigned deputy superintendent; perform public relations and communication services for Deputy Superintendent; initiate and receive telephone calls; record and relay messages as appropriate; schedule and arrange interviews, appointments, conferences and other events; maintain confidentiality of sensitive and privileged information.
- Train and provide work direction and guidance to assigned personnel; assign duties and review work to ensure accuracy and completeness; provide input concerning employee interviews and evaluations as requested; provide professional development to assigned personnel.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Keyboarding at an acceptable rate to complete reports and correspondence required by the position.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

#### OTHER DUTIES:

- Ability to work on a flexible schedule to meet deadlines based on program need and to attend evening and weekend meetings/conferences as assigned.
- Drive a vehicle to conduct work using own transportation.
- Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### KNOWLEDGE OF:

- Public relations techniques.
- Business letter and report writing techniques.
- Data control procedures and data entry operations.
- Inventory practices and procedures.
- Mathematical calculations.
- Methods of collecting and organizing data and information.
- Modern office practices, procedures and equipment.
- Policies and objectives of assigned programs and activities.
- Principles of training and providing work direction.
- Professional telephone techniques and etiquette.
- Record-keeping techniques.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

##### ABILITY TO:

- Add, subtract, multiply and divide with speed and accuracy.
- Compile and verify data and prepare reports.
- Compose correspondence and written materials independently or from oral instructions.
- Ensure efficient and timely completion of office projects and activities.
- Maintain confidentiality of sensitive and privileged information.
- Maintain records and files.
- Meet schedules and timelines.
- Plan and organize work.
- Understand and resolve issues, complaints or problems.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Ensure proper and timely resolution of issues, concerns and conflicts.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.
- Work independently with minimal direction.

## **EDUCATION AND EXPERIENCE:**

### **EDUCATION:**

- High school diploma, General Education Degree (GED) or State High School Proficiency certificate.
- Bachelor's Degree preferred.

### **EXPERIENCE:**

- Five years of increasingly responsible experience, which would provide advanced knowledge of, and skills in, efficient office technique, tools and procedures.
- County office or school district experience preferred.

### **LICENSURE AND OTHER REQUIREMENTS:**

- Valid California Driver's License; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.

### **ENVIRONMENT:**

- Drive a vehicle to conduct work, using own transportation.
- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

### **PHYSICAL DEMANDS:**

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

*This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.*

### **APPROVED:**

Effective: 09/01/2004

Revised: 10/01/2017; 04/05/2022