

# FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

## CONFIDENTIAL POSITION

JCN: 216  
RANGE: 159  
EXEMPT

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### EXECUTIVE ASSISTANT TO THE SUPERINTENDENT

#### BASIC FUNCTION:

Under the direction of the County Superintendent, perform highly responsible, complex and confidential secretarial and administrative assistant duties to relieve the Superintendent of a variety of administrative details; interpret policies and regulations to officials, staff and the public; plan, coordinate and organize office activities, public relations and flow of communications and information for the Superintendent.

#### REPRESENTATIVE DUTIES:

#### ESSENTIAL DUTIES:

- Assist in monitoring, developing, and maintaining the Superintendent's budgets as assigned; maintain related records and prepare budgetary reports; prepare and process purchasing and other financial documents as directed; prepare invoices and billings for payment; collect, process and account for incoming monies.
- Attend a variety of meetings and compile related notices, reports, packets, and agendas; record, transcribe and distribute minutes as assigned; serve on the Superintendent's cabinet; lead and serve on various committees as directed.
- Communicate with county office staff, students, parents, governmental agencies and outside organizations to coordinate programs and activities, exchange information and resolve issues or concerns.
- Compose correspondence independently on a variety of matters including those of a confidential nature; compile and type various letters, forms, reports, contracts, board agenda items, packets, statistical data, memoranda, bulletins, handbooks, budget information, newsletters, lists and other materials as directed; prepare, format, proofread, edit, and revise written materials.
- Coordinate and organize public relations and related activities for the Superintendent; establish and maintain contact with government agencies and members of the community to enhance public and governmental relations for the Superintendent; keep the Superintendent current concerning county office, staffing and community issues; compose press releases and other public relations materials.
- Coordinate flow of communications and information for the Superintendent; interpret and provide detailed and technical information to officials, staff, parents, organizations, and others concerning office functions and county office policies, procedures and regulations; communicate with other offices to obtain and disseminate information and documents.
- Develop and implement office procedures to ensure complete and timely operations; create office forms which facilitate workflow; prioritize workload according to established timelines.
- Perform highly responsible, complex, and confidential secretarial and administrative assistant duties to relieve the Superintendent of a variety of administrative and clerical details; maintain confidentiality of privileged and sensitive information.
- Perform special projects and prepare various forms and reports on behalf of the Superintendent; attend to administrative details on special matters as assigned.
- Receive, screen and route telephone calls; greet and assist visitors; refer callers or visitors to appropriate staff members; take and relay messages; respond to requests, complaints and questions from officials, staff and the public, representing the county office by phone and written communication; resolve issues and conflicts for the Superintendent as necessary.

- Receive, sort and route incoming correspondence; review and determine priority of incoming mail; compose replies independently or from oral direction; prepare notices, packets and informational materials for mailing.
- Research and compile a variety of information; compute statistical information for various mandated and requested federal, state and county office reports; prepare and maintain a wide variety of records and reports according to established procedures and timelines; establish and maintain filing systems; process and evaluate a variety of forms and applications; duplicate materials as needed.
- Schedule various appointments and meetings between the Superintendent, Board and Cabinet members, officials, governmental agencies, and the public; maintain and coordinate the Superintendent's calendar; ensure proper travel arrangements for the Superintendent including airline transportation, hotel accommodations and other necessary items.
- Train and provide work direction and guidance to support staff organization-wide, as assigned; 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.
- Keyboarding at an acceptable rate to complete reports and correspondence required by the position.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications; utilize a computer and peripheral equipment to record information and generate lists, reports, and other materials.
- 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:

- Advanced business letter and report writing, editing, and proofreading.
- Budgeting practices regarding monitoring and control.
- Functions and secretarial operations of an administrative office.
- 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.
- Public relations techniques.

- 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.
- Ensure efficient and timely completion of office and program projects and activities.
- Compile and prepare comprehensive reports concerning a broad spectrum of subject matter.
- Compose effective correspondence independently.
- Maintain a variety of complex and confidential files and records.
- Maintain confidentiality of sensitive and privileged information.
- Meet schedules and timelines.
- Organize complex material and summarize discussions and actions taken in report form.
- Plan and organize work.
- Prioritize and schedule work.
- 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.
- Supervise, train, guide and evaluate the performance of assigned personnel.
- 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.
- Associate's degree.
- Bachelor's degree preferred.

**EXPERIENCE:**

- Six years of increasingly responsible administrative experience which would provide advanced knowledge of, and skills in, efficient office techniques, 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.

**WORKING CONDITIONS:**

**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; 2/15/2023