

STOCKTON UNIFIED SCHOOL DISTRICT

EXECUTIVE ASSISTANT IV

DEFINITION

Perform a variety of highly responsible, confidential and complex clerical, secretarial and administrative duties for the Superintendent of Schools and the Board of Education; to manage the clerical support functions of the Office of the Superintendent/Board of Education; to perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Superintendent; may receive indirect supervision from individual Board Members. Exercise general supervision over assigned staff.

EXAMPLE OF DUTIES - Duties may include, but are not limited to, the following:

Serve as the Superintendent's liaison to the Board of Education, staff and community.

Coordinate the clerical, secretarial and administrative duties of the Superintendent/Board of Education Office.

Carry out oral and written directives of the Superintendent and the members of the Board of Education.

Analyze situations carefully and adopt effective courses of action with and without supervision.

Select, supervise, train and evaluate assigned staff.

Notary Public for the Superintendent's Office and the District.

Maintain petty cash process; submit petty cash report.

Prepare, maintain and submit monthly leave reports for the Superintendent's Office staff and members of the Board of Education.

Supervise maintenance and operation of word processing systems; may be required to operate a personal computer for the purpose of word processing, data entry and/or database inquiry.

Coordinate and prepare update information for the county and state directories.

Coordinate and prepare official documents and forms for the Superintendent and members of the Board of Education.

Receive, process, monitor and respond to employee/parent citizen complaints.

Interpret District policies, procedures, rules and regulations in response to inquires and refer inquiries as appropriate; maintain and update policy manuals.

Type a variety of written materials from rough draft, Dictaphone, transcription notes and/or verbal instructions; independently respond to letters and general correspondence of a routine nature.

Supervise and assist the maintenance of budget for the office of the Superintendent and the Board of Education; requisition process and office spending documentation.

Make travel and conference arrangements; process travel requests and reimbursements for the Superintendent, staff and members of the Board of Education.

Arrange meetings and maintain the Superintendent's calendar.

Assemble and prepare reports as assigned; distribute to staff, the press and interested members of the public.

Supervise and maintain a variety of files and records including official records such as agendas, minutes, resolutions, documents and other related material (Custodian of Records).

Supervise and assist with orders and maintenance of appropriate levels of office supplies and equipment.

Assist in the planning of orientations, workshops, seminars, retreats and meetings.

May be required to attend meetings/committee meetings; take and prepare minutes as necessary.

Research, prepare and distribute the Board agenda, agenda items, closed session agenda, board packet and Friday letter for the Board of Education; ensure all reports and other agenda materials are submitted on time; contact participants and otherwise coordinate the meeting; record official actions; take and prepare minutes; maintain files of minutes, resolutions, documents and other related materials; complete follow-up reports of meetings and distribute as appropriate.

Arrange and prepare boardroom and Board Chambers for Board meetings.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of supervision, training and performance evaluations
- English usage, grammar, spelling and punctuation
- Modern office methods, procedures and equipment including microcomputers for the purpose of word processing, data entry and database inquiry
- Business letter writing techniques
- Organization, procedures and operating details of the District
- Record keeping principals and procedures
- Type at a speed of not less than 60 words per minute
- Take and transcribe oral dictation at a rate of not less than 80 words per minute
- Physical capability sufficient to perform job tasks

Ability to:

- Serve as the Superintendent's liaison to the Board of Education, staff and community
- Coordinate the clerical, secretarial and administrative duties of the Office of the Superintendent/Board of Education
- Supervise, train and evaluate subordinates
- Analyze situations carefully and adopt effective courses of action with and without supervision
- Establish and maintain confidentiality in performing job duties; secure confidential information
- Compose correspondence independently
- Compile and maintain complex and extensive records and files
- Make mathematical calculation quickly and accurately
- Understand and carry out oral and written direction

Experience and Education:

Any combination of education, training and experience equivalent to the completion of the twelfth grade and five (5) years of broad, varied and increasingly responsible secretarial and administrative work, preferably in the field of public education. College education may be substituted for the required experience on a year-for-year basis.

License and Certificates:

- Possession of valid California driver's license

WORKING CONDITIONS:

Physical Demands:

Employees in this position must have/be able to:

- Enter data into a computer terminal and operate standard office equipment
- Hear and understand speech at normal levels and on the telephone with or without hearing aids
- See and read a computer screen and printed matter with or without vision aids
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others
- Sit for extended periods of time
- Bend at the waist
- Reach overhead, above the shoulders and horizontally, grasp, push/pull
- Lift and/or carry up to 25 lbs at waist height for short distances

Salary Placement:

Confidential Salary Schedule

Tier 4, Range L

12-month work year

Board Approval: 07/22/99

Confidential re-alignment effective 03/01/19