

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: SENIOR EXECUTIVE ASSISTANT - DEPUTY SUPERINTENDENT

BASIC FUNCTION:

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

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform complex and responsible duties as the primary secretary to the Deputy Superintendent, relieving the administrator of a variety of secretarial and administrative details; plan, coordinate and organize office and department activities and flow of communications for the administrator; develop and implement office procedures.

Serve as liaison and technical resource between the Deputy Superintendent's Office, other County Office staff, board members, school sites, outside agencies and the community; 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 Deputy Superintendent by phone and written communication; interpret codes, policies and regulations to officials, staff and the public.

Compose correspondence independently on a variety of matters; compile and type various letters, forms, e-mails, reports, contracts, packets, statistical data, memoranda, bulletins, lists and other materials as directed; prepare, format, edit, proofread and revise written materials.

Coordinate and schedule various appointments and meetings; make travel arrangements as requested; maintain and coordinate the Deputy Superintendent's calendar; coordinate and arrange special events and activities for the Deputy Superintendent.

Research and compile a variety of information for regular and special projects; compute statistical information for various federal, State and local reports; provide background documentation on matters requiring the administrator's attention; assure timely completion of special projects or tasks.

Oversee County Office of Education donations and provide transmittals of donation to the Board as needed.

Participate in budget preparation and monitoring of budgets and contracts.

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.

Attend and participate in a variety of meetings; format presentations and prepare agendas for meetings, workshops and conferences; prepare and distribute minutes, updated records, statements, documents and reports to appropriate personnel.

Input a wide variety of data into an assigned computer system; maintain automated files and records; create queries and generate a variety of computerized lists and reports; assure timely distribution and receipt of a variety of records and reports; assure accuracy of input and output data.

Participate in establishing and updating Board policy and regulations with the Board Policy Committee; maintain Board policy and regulations files and binders as appropriate.

Prepare and maintain a variety records and reports related to assigned duties, including those of a confidential nature; establish and maintain filing system.

Operate and maintain a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software.

Communicate with other departments, administrators, vendors and outside agencies to coordinate activities, exchange information and resolve issues or concerns.

Prepare documents and information relating to collective bargaining activities including employee relations and negotiations; maintain confidentiality regarding issues related to negotiations and other collective bargaining matters.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Thorough knowledge of County Office organization, operations, policies and procedures.
- Functions and secretarial operations of an administrative office.
- Applicable laws, Education Codes, regulations, policies and procedures related to assigned activities.
- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Budgeting practices regarding monitoring and control.
- Methods of collecting and organizing data and information.
- Business letter and report writing, editing and proofreading.
- Public relations techniques.
- Operation of a computer and assigned software.

ABILITY TO:

- Perform complex and responsible secretarial and administrative assistant duties to relieve the Deputy Superintendent of a variety of administrative details.
- Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
- Plan, coordinate and organize office activities and flow of communications and information for the assigned administrator.
- Organize complex material and summarize discussions and actions taken in report form.
- Compile and prepare comprehensive reports concerning a broad spectrum of subject matter.
- Analyze and interpret Education Codes, policies and regulations to officials, staff and the public.
- Compose effective correspondence independently.
- Maintain confidentiality of privileged and sensitive information.
- Assure efficient and timely completion of office and program projects and activities.
- Understand and resolve issues, complaints or problems.
- Type or input data at an acceptable rate of speed.

- Operate a variety of office equipment including a computer and assigned software.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Plan and organize work.
- Meet schedules and time lines.
- Work independently with little direction.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in secretarial science or related field and five years of increasingly responsible secretarial or administrative assistant experience involving frequent public contact.

WORKING CONDITIONS:

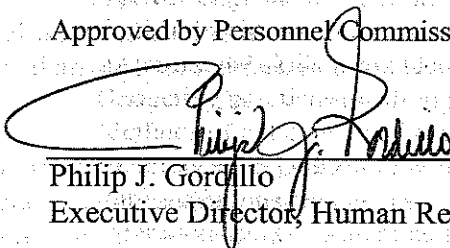
ENVIRONMENT:

- Office environment.
- Constant interruptions.

PHYSICAL DEMANDS:

- Hearing and speaking to exchange information in person or on the telephone.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Bending the waist, kneeling or crouching to file materials.

Approved by Personnel Commission: June 23, 2011


 Philip J. Gordillo
 Executive Director, Human Resources

7/01/11
 Date