

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: EXECUTIVE ASSISTANT

BASIC FUNCTION:

Under the direction of the Director III - Human Resources, or the Director III – Classified Personnel Services, performs varied, responsible and confidential administrative assistant duties to relieve the Director of administrative and clerical details; plans, coordinates and organizes office activities and coordinates flow of communications for the Director; serves as liaison between the Director and other County Office departments/staff, district, union members and outside agencies; serves as recording secretary to the Personnel Commission.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

Performs varied, responsible and confidential administrative assistant duties to relieve the Director of administrative and clerical details; plans, coordinates and organizes office activities and coordinates flow of communications; assures smooth and efficient office operations.

Serves as secretary to the assigned Director; performs public relations and communication services for the Director; serves as liaison between the Director and other County Office departments/staff, union members, district and outside agencies; receives, screens and routes telephone calls; takes and relays messages as appropriate; schedules and arranges interviews, appointments, conferences and other events; provides factual information that may require the interpretation and application of policies and procedures relating to the Merit System or respective union contracts.

Receives visitors, including administrators, staff and the public and provides information or direction to appropriate personnel; exercises independent judgment in resolving a variety of issues and refers difficult issues to the Director as necessary; provides technical information and assistance related to office or program operations, policies and procedures.

Serves as recording secretary to the Personnel Commission as assigned; attends Commission meetings and takes and transcribes minutes; makes special arrangements for disciplinary hearings before the Commission; compiles, prepares and distributes materials for Commission agendas, actions and special reports.

Participates in internal and external classified or certificated personnel recruitment activities as assigned by the position; makes arrangements for facilities use, Livescan appointments, testing activities, interviews and other arrangements as necessary; prepares examination bulletins, application materials and assists in the administration of examinations as directed.

Assists the Director with the preparation of the department budget; monitors monthly expenditures and reconciles credit charges; processes budget and payroll data as necessary.

Assists the Director with implementation of workforce reduction activities; maintains and processes related forms and information.

Composes, independently or from oral instructions, note or rough draft, a variety of materials including inter-office communications, e-mails, forms, contracts, letters, memoranda, bulletins, flyers, brochures, agenda items and other materials; reviews and proofreads a variety of documents.

Prepares and maintains a variety of data, records and reports related to office programs, financial activity, personnel and assigned duties; maintains confidentiality of sensitive information; assures accuracy and completeness of data, records and reports; establishes and maintains confidential files; initiates research and provides background documentation on matters requiring the Director's attention.

Operates a variety of office equipment including a calculator, scanner, scantron, copier, fax machine, typewriter, computer and assigned software; operates Livescan machine.

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

Maintains a calendar for the Director and coordinates with internal departments and external agencies.

Order office supplies for the office as needed.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Classified or certificated personnel office functions, practices and procedures and basic management skills.

Modern office practices, procedures and equipment.

Merit system rules and labor contracts.

Telephone techniques and etiquette.

Policies and objectives of assigned program and activities.

Applicable laws, codes, regulations, policies and procedures.

Record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Operation of a computer and assigned software.

Methods of collecting and organizing data and information.

Business letter and report writing, editing and proofreading.

ABILITY TO:

Perform varied, responsible and confidential administrative assistant duties to relieve the Director of administrative and clerical detail.

Serve as secretary to the Director and coordinate communications between administrators, personnel, union members, outside agencies and the public.

Assure smooth and efficient office operations.

Interpret, apply and explain laws, codes, rules and regulations related to assigned activities.

Work independently with little direction.
Compose correspondence and written materials independently or from oral instructions.
Type or input data at an acceptable rate of speed.
Take and transcribe data at an acceptable rate of speed.
Understand and resolve issues, complaints or problems.
Maintain confidentiality of sensitive and privileged information.
Determine appropriate action within clearly defined guidelines.
Establish and maintain cooperative and effective working relationships with others.
Maintain records and files.
Work confidentially with discretion.
Compile and verify data and prepare reports.
Operate a variety of office equipment including a computer and assigned software.
Complete work with many interruptions.
Plan and organize work.
Meet schedules and time lines.
Work confidentially with discretion.
Effectively train other employees.
Communicate with various levels of staff and management.
Work with the Director on various projects assuring timelines are met as planned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years increasingly responsible clerical or secretarial experience involving frequent public contact.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

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

Approved by Personnel Commission: June 23, 2011; Revised Approval: February 10, 2016



Kristin Olson
Director-Classified Personnel Services

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