

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: SENIOR EXECUTIVE ASSISTANT - COUNTY SUPERINTENDENT OF SCHOOLS (CONFIDENTIAL)

BASIC FUNCTION:

Under the direction of the County Superintendent of Schools, performs highly responsible and confidential secretarial and administrative assistant duties to relieve the Superintendent and Board of a variety of administrative details; interprets policies and regulations to officials, staff and the public; plans, coordinates and organizes assigned office activities, public relations and flow of communications and information for and as assigned by the County Superintendent.

DISTINGUISHING CHARACTERISTICS:

This position is designated as confidential pursuant to Government Code section 3540.1(c). Incumbents may regularly access, develop, and/or be entrusted with information relating to labor relations, including collective bargaining strategies, negotiations, grievances, and other employer-employee relations matters, the disclosure of which would compromise the Office's position in labor negotiations.

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 highly responsible duties as the primary and confidential secretary to the County Superintendent and County Board of Education, relieving the Superintendent or Board of a variety of secretarial and administrative details; plans, coordinates and organizes office and department activities and the flow of communications for the Superintendent maintains confidentiality of privileged and sensitive information.
- Receives, screens and routes telephone calls; greets and assists visitors; refer callers or visitors to appropriate staff members; takes and relays messages; responds to requests, complaints and questions from the media, parents, legislators, district superintendents, education/business community, staff and the public, representing the Superintendent by phone and written communication including e-mail; interpret laws, rules, policies and regulations as needed.
- Composes correspondence independently on a variety of matters including those of a confidential nature; compiles and types various letters, forms, reports, contracts, packets, statistical data, memoranda, bulletins, newsletters, notices, vouchers, lists, fliers and other materials as directed; prepares, formats, edits, proofreads and revises written materials.
- Maintains and coordinates the County Superintendent's calendar of appointments as assigned by the position; prepares and disseminates calendar of events; coordinates and arranges special

events and appearances for the Superintendent; schedules conference rooms and orders refreshments as needed; coordinates the Superintendent's travel arrangements; makes air and ground travel, and hotel arrangements as needed; coordinates speaking engagements and maintains speeches.

- Coordinates and organizes public relations and related activities for the Superintendent and Board; prepares and assures access of a variety of documents, files and other paperwork for the public; represents and develops a positive image of the County Superintendent through office and personal community contacts; communicates with a variety of agencies and members of the community to enhance public relations.
- Receives, sorts and routes incoming correspondence including e-mail; reviews and determines priority of incoming mail; composes replies independently or from oral direction; prepares notices, packets and informational materials for mailing.
- Researches, compiles and analyzes a variety of information and data; computes statistical information for various federal, State and local reports; duplicate materials as necessary.
- Inputs a wide variety of data into an assigned computer system; maintains automated files and records; creates queries and generates a variety of computerized lists and reports; assures timely distribution and receipt of a variety of records and reports; assures accuracy of input and output data.
- Attends a variety of meetings and events; supports the Superintendent at meetings as directed; provides administrative assistance and serves as recording secretary to special committees as requested; attends workshops, classes and other events.
- Performs special projects and prepares various forms and reports on behalf of the County Superintendent; attends to administrative details on special matters as assigned.
- Attends and records a variety of meetings; prepares and posts Board agendas, minutes and other items requested by the Board; coordinates the receipt of Board transmittals and reviews for accuracy; collates, prepares and distributes packets; records and transcribes minutes
- Operates and maintains a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software; arrange for equipment repairs as needed.
- Communicates with other departments, administrators, and outside agencies to coordinate activities, exchange information and resolve issues or concerns.
- Prepares, type and process requisitions according to established guidelines; orders, receives and maintains inventory of supplies and equipment in accordance with established guidelines.
- Prepares documents and information relating to collective bargaining activities including employee relations and negotiations; maintains confidentiality regarding issues related to negotiation and other collective bargaining matters.
- Assists the County Superintendent in their support of the County Board of Education members,

events, travel, calendars, invitations, mail, and other related tasks as assigned.

OTHER DUTIES:

- Performs related duties as assigned.

KNOWLEDGE, ABILITIES AND COMPETENCIES:

KNOWLEDGE OF:

- Functions and secretarial operations of the Superintendent’s office.
- Organizational operations, policies, and objectives.
- Applicable laws, codes, regulations, policies, and procedures.
- 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.
- Current technologies related to online meeting set-up and document preparation and storage.
- Operation of a computer and assigned software.

ABILITY TO:

- Perform highly responsible and confidential secretarial and administrative assistant duties to relieve the Superintendent or Board of a variety of administrative details.
- Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
- Plan, coordinate and organize office activities, public relations and flow of communications and information for the Superintendent/Board.
- Organize complex material and summarize discussions and actions taken in report form.
- 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.
- Assure efficient and timely completion of office and program projects and activities.
- Understand and resolve issues, complaints, or problems.
- Operate a variety of office equipment including a computer and assigned software.
- Adjust to changing technology and systems required to perform duties.
- 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 timelines.
- Prioritize and schedule work.

- Work independently with little direction.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.
- Keyboard at a rate that ensures successful job performance.

LEADERSHIP TEAM COMPETENCIES:

- Develops and fosters effective individuals and teams.
- Operationalizes the organizational vision, mission, goals, shared values, and guiding principles.
- Demonstrates emotional intelligence.
- Models inclusive, effective, and authentic communication.
- Applies understanding of how identities and experiences influence access and opportunity to inform practices and decisions.
- Builds and sustains positive, trusting relationships.
- Conducts SCCOE operations with the highest moral, legal, and ethical principles.

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.

HAZARDS:

- Slipping, tripping, falling.
- Ergonomic injuries, repetitive motion injuries, eye strain.
- Indoor air pollution.

Disaster Service Worker

It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law. *Ca. Gov. Code § 3100*

Approved by Personnel Commission: June 23, 2011

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Marisa Perry
Director III – HR / Classified Personnel Services

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