

VALLEJO CITY UNIFIED SCHOOL DISTRICT

Human Resource Services

665 Walnut Avenue, Vallejo, CA 94592

JOB DESCRIPTION

EXECUTIVE ASSISTANT (CONFIDENTIAL)

Title:	Executive Assistant (Confidential)	Reports To:	State Administrator/Superintendent
Department:	State Administrator's Office	Work Year	260 Days per year
Classification:	Confidential	Salary	See Confidential (Management) Salary Schedule
Date Approved:	January 2007		

DESCRIPTION OF POSITION:

Under the general delegated authority and supervision of the State Administrator, the executive assistant provides responsible and confidential administrative support services to the State Administrator, including executive secretarial services as needed. The person in this position is highly visible and assists in creating and maintaining a positive and professional atmosphere in the school district. This is a confidential position and is part of the Management Team.

REPRESENTATIVE DUTIES:

- Decide and implement administrative details that do not require individual, specific decision making by State Administrator. E¹
- Decide and conduct administrative operations for and as delegated by the State Administrator. E
- Act as liaison between the public/public agencies/staff and the State Administrator. E
- Interpret and apply administrative and departmental policies, procedures, regulations and any policy changes. E
- Establish and maintain an effective working relationship with employees, public agencies and the general public. E
- Combine complex clerical and organizational duties with administrative tasks. E
- Exercise judgment in accurately informing appropriate personnel information directed to/received in the State Administrator's Office that requires immediate attention in the absence of the State Administrator and/or during State Administrator's presence. E
- Communicate effectively orally and in written form with State Administrator and staff. E
- Communicate direction and instruction from the State Administrator to other district staff. E
- Exercise leadership skills and be a team member. E
- Gather and summarize information pertinent to a variety of administrative and operational areas. E
- Design, format, and organize administrative data and other information for efficient comprehension by a wide audience. E
- Arrange, maintain, and regulate schedules, appointments, meetings, and travel for State Administrator. E
- Compose and draft letters and responses. E

¹ Essential duties as required by the American Disabilities Act

- Supervise the organization, coordination and distribution of agendas for the Board of Education meetings. E
- Draft and prepare final agendas and supporting materials for administrative meetings and meetings with the public and other agencies. E
- Handle collection and distribution of correspondence and information to the Board of Education. E
- Receive correspondence and refer to appropriate staff for reply or action. E
- Maintain basic knowledge of the state open meeting law and requirements. E
- Supervise personnel as assigned by State Administrator. E
- Maintain flexibility and dependability in order complete administrative tasks. E
- Maintain budgets for State Administrator and Board of Education, approve expenditures as directed, be responsible for budget related transactions such as transfers, requisitions, etc. E
- Establish and maintain paper and computer files. E
- Provide background information and research for State Administrator. E
- Receive calls and visitors and assist with complaints, requests, information, resolution, and referral to appropriate staff for reply or action. E
- Prioritize, organize and coordinate office activities and tasks. E
- Receive and transcribe dictation and confidential information. E
- Demonstrate time management skills and complete work with frequent interruptions and while under pressure. E
- Adapt office procedures to maintain efficiency and effectiveness. E
- Perform district notary public duties. E
- Attend and take minutes at all meetings of the Board of Education.
- Perform other duties as assigned by State Administrator.

EDUCATION AND EXPERIENCE:

- High school diploma required.
- Five years of responsible administrative or secretarial experience, preferably in a school district.

LICENSES AND CERTIFICATION

- Valid California Driver's License
- Commissioned Notary Public (at District expense)

KNOWLEDGE, SKILLS AND ABILITIES:

ABILITY TO:

- Use discretion, initiative, and sound judgment.
- Problem-solve and be creative.
- Provide and coordinate a high volume of administrative work, detail, procedure and decision-making.
- Have a high level of energy, and ability to maintain strict confidentiality.
- Use computer software at a proficient level, including but not limited to Outlook, Office, Word, Power Point and Excel.
- Take dictation at 90 words per minute.
- Use a wide variety of office equipment.
- Have formal English writing usage, grammar and spelling.
- Have consistent ethical and professional behavior.

KNOWLEDGE OF:

- Technology
- A wide variety of executive secretarial duties and skills.
- Education Code and District policies and procedures.
- Brown Act Law.
- The principles of supervision.
- Office management practices.

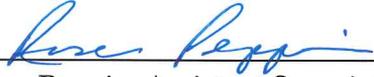
EDUCATION AND EXPERIENCE:

- High school diploma required.
- Five years of varied and progressively more responsible clerical experience.
- At least one year performing secretarial duties for an administrative officer.
- At least two years of experience performing secretarial duties in an educational system.

PHYSICAL REQUIREMENTS: Frequency Key: None (1); Occasional - up to 25% of shift (2); Intermittently – up to 50% of shift (3); Frequently – up to 75% of shift (4).

Activity	Frequency	Activity	Frequency
Bend	2	Lift/carry 0-10 lbs	2
Twist	2	Lift/carry 11-25 lbs	2
Squat	2	Lift/carry 26-40 lbs	2
Kneel	2	Lift/carry 41-100 lbs	1
Climb	2	Stand	3
Reach above shoulder	2	Walk	3
Grip/Grasp	4	Sit	4
Extend/Flex Neck	3	Drive	3
Use Right Hand	4	Perform Repetitive Hand Motions	4
Use Left Hand	4	Keyboarding/Mouse Work	4
Ability to See	4	Ability to Hear	4

THE VALLEJO CITY UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex. The District is compliant with ADA requirements.

Approved by: 
 Rose Peppin, Assistant Superintendent of HRS

Date: 1-12-07