

PETALUMA CITY SCHOOLS – CONFIDENTIAL EMPLOYEE VACANCY

APPLICATIONS ONLY ACCEPTED AT WWW.EDJOIN.ORG

EXECUTIVE ASSISTANT, SUPERINTENDENTS OFFICE

Committee Interview: Tentative date Friday, October 15, 2021

DEADLINE: October 13, 2021 (4:30 PM)

WORK SITE: District Office (Business Office)

WORK HOURS: 40 hours per week (averaging 8.0 hours per day) 12 Months
8:00 AM – 4:30 PM with ½ unpaid hour lunch (M-F) plus
Board meetings in the evening twice per month (or as scheduled)

START DATE: ASAP

STARTING SALARY: \$27.04 to \$36.24 per hour.
(Initial salary placement is based on related experience)

BENEFITS: The District will pay the following amounts towards benefits:

Work Hours per Day	Health Plan	Dental	Vision	Life Insurance
More than 6 hours	100% of Cap *	100% of Cap **	100% of premium	100% of premium
More than 4 hours through 6 hours	75% of Cap	75% of Cap	75% of premium	100% of premium if 6 hours per day
More than 2 hours through 4 hours	Not eligible	50% of Cap	50% of premium	Not eligible
1 hour through 2 hours	Not eligible	25% of Cap	25% of premium	Not eligible

* Must enroll in a health plan (Cap subject to change)

REQUIREMENTS: **Fingerprint Clearance.** There is a fingerprint processing fee payable by the employee post-offer / pre-placement. Tuberculosis. The applicant will need to submit evidence that he or she is free from tuberculosis in accordance with Education Code 49406 post-offer / pre-placement.

QUALIFICATIONS: **Please see job description.** Bilingual in Spanish a plus, but not required.

SUBMIT APPLICATION: The District prefers applications be submitted electronically through EdJoin. Link: <http://www.edjoin.org/PetalumaCitySchools> or www.edjoin.org. All applications, regardless of the manner of submission, must include all **required** documentation.

NOTE: It is **required** that applications be accompanied by a **cover letter, resume, typing certificate minimum 60 WPM (online or self-administered tests will not be accepted, and a minimum of two letters of reference.** Paper screening for potential interviews are based on materials submitted with application. No additional paperwork for application will be accepted after the closing date.

AN EQUAL OPPORTUNITY EMPLOYER

It is Petaluma City Schools' policy to provide equal opportunity to all persons without regard to race, color, religion, sex, pregnancy, marital or domestic partner status, sexual orientation, gender identity or expression, age, ancestry, national origin, disability, or medical condition, as defined in state and federal laws. This policy covers all aspects of employment, including, but not limited to, recruitment, selection, training, promotion, transfer, compensation, demotion, and termination. Reasonable accommodation is provided to all eligible applicants and employees as required by law. Complaints regarding unlawful discrimination may be filed with Petaluma City Schools' Human Resources department.

**Petaluma School District
Job Description**

Job Title: Executive Assistant, Superintendent's Office (Confidential)
Department: Superintendent's Office
Reports To: Superintendent
Prepared Date: June 2018
Approved Date: June 2018

SUMMARY

Works with the Superintendent as a confidential secretary assisting with the implementation of policy, direction, and coordination of district wide activities with regards to administration; working and communicating directly with the Board of Education distributing information and materials; receiving and responding to complaints from parents, students, employees and community.

Performs a wide variety of highly complex duties requiring an elevated level of responsibility and critical thinking skills; demonstrates sound decision-making and good judgment with appropriate human interaction skills, while maintaining strict confidentiality on all matters including collective bargaining; performs other related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following. Other related duties may be assigned.

Responsible for the preparation of the Board of Education agenda, incorporating materials and information from all departments; attends evening meetings twice monthly (or as scheduled); prepares official minutes for review by administrators; maintains the official record of the Board of Education minutes;

Works with other offices/sites in the District coordinating specific activities such as Community Achievement Awards banquet, senior letters, student recognition, and completing follow up;

Screens calls and visitors for the Superintendent;

Obtains and interprets a variety of information to various parties concerning office functions, policies, and procedures;

Maintains the Superintendent's calendar, schedules appointments, group meetings; makes travel arrangements for both the Board of Education and the Superintendent;

Issues and maintains the yearly work calendars for all District administrators;

Composes complex correspondence independently;

Compiles and prepares various reports and statistical data, including mid and year-end District reports to the Board of Education, compilation of Honor Roll data for the press, and processes administrators' evaluations for the Superintendent;

Establishes and maintains a variety files;

Attends to administrative details on special matters assigned by the Superintendent;

Assists in monitoring, researching, writing and revising board policies and administrative regulations pertaining to the Superintendent, Board of Education and Community;

Monitors the budgets for the Superintendent and Board of Education, including the preparation of purchase orders and processing of claims for payment;

Receives and processes all incoming and outgoing mail;

Under guidance of the Superintendent, assists in coordinating and overseeing the work of District Office staff on projects;

Coordinates and performs other administrative duties and support as determined by the Superintendent.

QUALIFICATIONS

To perform this job successfully, an individual must be able to complete each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to learn, interpret, and apply school district policies, laws, rules and regulations. Knowledge of modern office practices, including the preparation of business correspondence, filing and use of modern office equipment, including knowledge of a variety of software programs and applications; correct business English including spelling, grammar, and punctuation. Ability to use modern office equipment to take minutes at meetings. Type at a speed of 40 words per minute from clear copy; ability to deal effectively with a wide variety of personalities and situations requiring tact, good judgment and poise, take responsibility and use good judgment in recognizing scope of authority; understand and carry out complex oral and written directions.

EDUCATION and/or EXPERIENCE

Broad and increasingly responsible administrative secretarial experience. School district or public governance experience preferred.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, financial reports, legal documents, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from management, staff, public groups, general public and/or the Board of Education.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk or hear; and use hands to finger, handle, or feel. The employee is occasionally required to stand, walk, reach with hands and arms; climb or balance; and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.