

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

EXECUTIVE ASSISTANT

DEFINITION

Under direction of a Cabinet level administrator, the Executive Assistant supports the educational programs of the District by providing varied, complex and responsible executive secretarial support to an assigned administrator.

EXAMPLES OF DUTIES

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

1. Coordinate, organize, and participate in the various operational aspects of an assigned administrator's assignment.
2. Perform intricate and responsible executive assistant duties, relieving administrator of administrative details.
3. Review and process incoming documentation and prioritize based on urgency for administrator's review.
4. Maintain administrator's calendar.
5. Arrange committee and/or divisional meetings, attending to take minutes and prepare summaries, when necessary.
6. Coordinate administrator's attendance at conferences, arranging travel accommodations as necessary.
7. Prepare a variety of correspondence and memoranda independently or from oral instructions including but not limited to Board of Trustee agenda items.
8. Prepare and maintain a variety of reports, records and files related to assigned activities and personnel.
9. Initiate, answer and screen telephone calls, providing information and referring callers to appropriate division personnel.
10. Research and provide data and recommendations to resolve questions and issues as appropriate.
11. Compile data for reports by researching and summarizing information, verify accuracy, completeness and compliance with established procedures.
12. Develop procedures to maintain organizational efficiency; facilitate implementation of policies and programs.
13. Oversee the daily activities of secretarial and/or clerical staff to assure efficient and effective office operations.
14. Provide assistance and/or information to negotiation teams as requested.
15. Participate in personnel management systems, including the recruitment, selection, retention and separation of personnel.
16. Attend professional learning and conference opportunities regarding District business and other topics relevant to this position, and other professional meetings.

QUALIFICATIONS

Knowledge of: Applicable sections of State Education Code and other applicable laws and collective bargaining agreements practices and procedures of efficient organization; modern office methods and procedures; methods and techniques of filing and record keeping; report preparation techniques; office equipment including computers and supporting software applications; correct English usage, grammar, spelling, and punctuation; effective oral and written communication skills; practices, procedures, techniques, and strategies for determining operational effectiveness; effectiveness; human relations, conflict resolution strategies and team building principles and techniques; record-keeping and report preparation techniques.

Ability to: Perform highly responsible and difficult executive assistant duties involving the use of independent judgment and personal initiative; maintain accurate and confidential records relating to area of responsibility; read, interpret, apply, and explain rules, regulations, policies, and procedures; analyze situations and make decisions based on procedures without immediate supervision; understand and carry out oral and written instructions; use interpersonal skills with tact, patience and courtesy; maintain confidentiality; prioritize workload and conflicting demands; demonstrate organizational, time management, analytical and problem solving skills; communicate effectively both orally and in writing using tact and diplomacy; establish and maintain professional relationships with Board members, management level staff, colleagues, subordinates and related outside agencies; establish and maintain records; comply with the District's customer service standards, as outlined in Board Policy.

Education: High school graduation or equivalent. Two years of college level coursework in business management or public relations preferred. Education can be substituted for experience on a year for year basis.

Experience: Four years of broad and increasingly responsible secretarial experience including leadership or project management oversight. Experience in an educational organization preferred.

