

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: EXECUTIVE ASSISTANT

BASIC FUNCTION:

Under the direction of the Superintendent, perform highly responsible, confidential, and complex secretarial and executive assistant duties; exercise independent judgment to assist the Superintendent in administrative details requiring considerable knowledge in the use and interpretation of District policies and procedures; perform responsible secretarial duties for the Board of Education involving coordination, preparation and dissemination of Board agendas and minutes, and maintaining the Board calendar.

REPRESENTATIVE DUTIES:

Oversee and administer day-to-day activities and functions of the Superintendent's Office utilizing a high degree of independent judgment and initiative in coordinating and performing highly complex, technical and responsible functions of the office. **E**

Assist the Superintendent with administrative matters; interview callers, exercising considerable judgment and applying experience in making decisions; provide information in accordance with established procedures and policies; refer problems requiring technical answers to appropriate administrators. **E**

Coordinate preparation of the Board of Education agenda; assure proper content, format, order and supporting documentation; attend agenda review meetings; confer with submitting departments as needed regarding revisions and corrections; assure proper and timely dissemination of agendas. **E**

Attend Board meetings and operate a tape recorder to record proceedings; perform follow-up activities concerning Board actions; participate in or supervise the preparation of minutes for official approval and maintain required records. **E**

Provide assistance to the Board of Education as needed, including research of policy questions and coordination of Board requests and activities. **E**

Maintain Superintendent's calendar; arrange for meetings of the Superintendent with various groups both within and outside the District; make travel arrangements as required. **E**

Train and provide work direction to cabinet secretaries; monitor board agenda processes, workflow, established timelines, procedures, and standard of quality. **E**

Screen and route the Superintendent's incoming correspondence; indicate coverage and action required; follow up to assure prompt response or action, consulting, as necessary, with legal advisors and other administrators. **E**

Take and transcribe dictation including information regarding confidential matters as required; attend a variety of meetings and record proceedings in a prescribed manner. **E**

Remain current concerning issues, situations and conditions of special interest to the Superintendent and Board members. **E**

Exercise discretion in disseminating information, explaining policies and procedures and speaking as directed for the Superintendent in personal and telephone contacts and meetings. **E**

Research records and obtain information from other offices and agencies as necessary to perform assigned duties. **E**

Compose effective correspondence independently; reference policies, rules and regulations in preparing correspondence; review and edit material prepared by others. **E**

Conduct research of problems and situations, consulting with involved staff members, investigating policies and

procedures and gathering background materials. **E**

Consult with District personnel and others concerning specific issues and situations. **E**

Perform a variety of general secretarial duties including sorting and routing mail; coordinate conference and travel arrangements; operate copier, dictation equipment, FAX and recording machines and equipment. **E**

Operate a microcomputer and peripheral equipment to maintain records and generate lists, reports and other materials; utilize word processing and other software. **E**

Coordinate events and maintain calendar for members of the Board of Education, keeping Superintendent informed of scheduled meetings, conferences, and events. Make travel arrangements for Board members. **E**

Interpret forms and regulations, and serve as filing officer for Economic Disclosure forms. **E**

Coordinate as district Webmaster, research and respond to email inquiries, and direct other inquiries to appropriate staff. **E**

Oversee and revise submission of press releases, district-wide communication, website articles, and community newsletters. **E**

Maintain current knowledge of Board Policies and Administrative Rules, and Board of Education directives; communicate to appropriate personnel and assist with procedural changes as needed. **E**

Train district personnel and public in navigating Board Policies and Administrative Rules online to locate requested information. **E**

Coordinate and oversee with Superintendent and staff to develop and prepare the weekly Board update. **E**

Assist the Superintendent by developing and maintaining a follow-up tickler system. **E**

Coordinate communication and activities with various district departments and personnel, governmental agencies, the press, and professional organizations, subject to the Superintendent's prior approval. **E**

Schedule meetings at various locations for the Superintendent and assure that facilities are properly prepared with adequate seating and any equipment needs, as appropriate. **E**

Maintain inventory and purchase office supplies and materials; prepare and process requisitions according to established guidelines; maintain and prepare budget information; and prepare work orders. **E**

Coordinate supervision of the Adult Education program for the Superintendent. Arrange monthly meetings and agendas with Adult Education administrators. Research and revise board agenda items for Adult Education. Coordinate preparation of Adult Education contract items (convalescent homes, catering, beauty colleges, and use of facilities). **E**

Coordinate, compile, and prepare ongoing updates of Board Policies and Administrative Rules as recommended by the California School Board Association, as state and federal regulations change. **E**

Liaison to the Los Angeles County Registrar's Office for consent of schools' polling sites, and Board of Education, local bond, and initiative elections. **E**

Coordinate the Superintendent's chairing of local, regional, and/or state committee(s), including correspondence and reminders, agendas, facilitating meetings, and special event functions. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Principles, practices and procedures utilized in an administrative office.
District organization, operations, policies and objectives.
Applicable sections of the State Education Code, Government Code and other applicable laws.
Modern office practices, procedures and equipment.
Telephone techniques and etiquette.
Record-keeping techniques.
Correct oral and written usage of English and a designated second language.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Methods of collecting and organizing data and information.
Maintain a variety of complex and confidential files and records.
Assure efficient and timely completion of office and program projects and activities.
Work independently with little direction.
Establish and maintain cooperative and effective working relationships with others.

ABILITY TO:

Perform highly responsible and complex secretarial and administrative assistance duties in support of the Superintendent and the Board of Education.
Exercise independent judgment in assisting the Superintendent in administrative details, requiring considerable knowledge, use and interpretation of District policies and procedures.
Attend Board of Education and other meetings and record proceedings.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Compile and organize complex material and summarize discussions and actions taken in report form.
Compose correspondence and written materials independently.
Train and provide work direction to others.
Assign and review the work of others.
Operate a variety of office equipment including a computer workstation.
Establish and maintain cooperative and effective working relationships with others.
Type at 60 words net per minute from clear copy.
Analyze situations accurately and adopt an effective course of action.
Make arithmetic calculations with speed and accuracy.
Understand and work within scope of authority.
Work independently with little direction.
Meet schedules and time lines.
Work confidentially with discretion.
Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years of college-level training in office management or business administration and five years of responsible and varied secretarial experience including two years of experience performing secretarial/administrative assistant work for an administrator and the use of word processing, spreadsheet management, and computer equipment.

WORKING CONDITIONS:

ENVIRONMENT: Office environment subject to constant interruptions.

PHYSICAL ABILITIES: Bending, pushing, moving, and lifting objects weighing up to 25 pounds. Dexterity of hands and fingers to operate computer and office equipment, speaking to exchange information, seeing to assure accurate and complete correspondence, and sitting for extended periods of time.

Adopted: April 1994

Reviewed: January 2000

REVISED: May 2006