

Goleta Union School District

Executive Assistant To The Superintendent

Basic Function

Under the direction of the Superintendent, perform responsible secretarial and clerical duties to relieve the Superintendent of a variety of administrative details; coordinate communications and information; interpret policies and regulations to officials, staff and the public.

Representative Duties

Perform responsible duties as confidential secretary to the Superintendent, relieving the Superintendent of a wide variety of secretarial and administrative details; maintain confidentiality of issues related to negotiations, personnel and students. E

Attend Board meetings and perform various secretarial and administrative assistant duties for the Board, including coordination and preparation of agenda and supporting materials with departments; prepare minutes following Board meetings; maintain and update Board policy manuals; maintain file of Board meeting audio cassette tapes; serve as custodian of records maintaining files of official minutes, resolutions and appropriate attachments. E

Receive, screen and route telephone calls; refer calls or visitors to appropriate staff members; respond to requests and questions from the community, representing the District by phone and written communication. E

Schedule various appointments and meetings; maintain and coordinate the Superintendent's calendar. E

Perform special projects and prepare various forms and reports on behalf of the Superintendent; attend to administrative details on special matters as assigned. E

Compose correspondence independently on a variety of matters; compile and type various letters, reports, statistical data, memos, bulletins, lists and other materials as directed; prepare, format, edit and proofread written materials; establish and maintain filing system and database records. E

Receive, sort, read, route and respond to mail as directed. E

Order office supplies and materials; arrange for equipment repair and servicing as needed. E

Prepare various forms and reports on behalf of the Board of Trustees and the Superintendent. E

Operate a computer and assigned software systems; operate other office equipment including a typewriter, copier, binding and folding machines, tape recorder, facsimile and others as assigned. E

Make conference and travel arrangements for the Superintendent and the Board Members.

Attend a variety of meetings; take and prepare minutes; distribute minutes to administrative staff and the Board as appropriate.

Perform related duties as assigned.

Knowledge and Abilities

Knowledge of:

Functions and secretarial operations of an administrative office.

District organization, operations, policies and objectives.

Applicable sections of the State Education Code and other applicable laws.

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.

Filing systems, receptionist and telephone techniques, letter and report writing, editing and proofreading.

Operation of a computer and assigned software.

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Ability to:

Exercise judgment in relieving the Superintendent of administrative detail within a defined scope of established responsibilities.

Read, interpret, apply and explain rules, regulations, policies and procedures.

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.

Type at 70 words per minute from clear copy.

Take and transcribe dictation at 100 words per minute.

Analyze situations accurately and adopt an effective course of action.

Plan and organize work.

Work confidentially with discretion.

Communicate effectively both orally and in writing.

Understand and follow oral and written directions.

Work independently with little direction.

Establish and maintain cooperative and effective working relationships with others.

Any combination equivalent to: college-level course work in secretarial science, office management, business management or related field and five years of increasingly responsible secretarial or administrative experience.

Licenses and Other Requirements

None

Working Conditions

Environment

Office environment.

Constant interruptions.

Physical Demands

Dexterity of hands and fingers to operate a computer keyboard.

Bending at the waist, kneeling or crouching to file materials.

Sitting for extended periods of time.

Hazards

None