

COLUSA COUNTY OFFICE OF EDUCATION

CATEGORY: CONFIDENTIAL

CLASSIFICATION: ADMINISTRATIVE SERVICES

JOB TITLE: EXECUTIVE ADMINISTRATIVE ASSISTANT

BASIC FUNCTION:

Under the direction of the County Superintendent of Schools or designee, assist in a variety of administrative details; provide liaison, coordinating, and confidential secretarial and administrative support to the County Superintendent and the County Board of Education; carry out school governing board election procedures; perform a variety of difficult office assistance work; answer public and staff contacts and concerns; and complete difficult and complex tasks as assigned.

REPRESENTATIVE DUTIES:

Support all activities of the County Superintendent, including scheduling and maintaining appointments calendar; coordinating dates for negotiations and other meetings; gathering needed information from a variety of sources; and carrying out a variety of other administrative details. **E**

Assist at meetings for the purpose of gathering and disseminating information; take minutes; type a variety of agendas, minutes, resolutions and correspondence as assigned; prepare agenda packets of information and distribute as appropriate. **E**

Assist in maintaining COE policy manuals for the purpose of compliance with education code provisions; maintain records, files and binders. **E**

Prepare and maintain a variety of required records and reports related to policies, agendas, plans, minutes, calendars; submit reports to appropriate County Office personnel or State agency. **E**

Assist in organizing and implementing plans for recognition and achievement activities, including the Academic Decathlon, 3+ Club and other projects. **E**

Assist in planning and implementing staff development activities. **E**

Serve as a liaison with administrators, board members, attorneys, and the public for the purpose of facilitating communication; communicate with a variety of County Office and district personnel and outside agencies to coordinate activities, exchange information on issues or concerns. **E**

Oversee and perform a variety of secretarial and clerical functions of the assigned administrative office; perform difficult and complex tasks as assigned; maintain confidentiality of information. **E**

Maintain calendar and records of legal deadlines and filing dates for the purpose of ensuring compliance with legal requirements. **E**

Prepare documentation (e.g. reports, correspondence) for the purpose of providing written support and/or conveying information; check and review information and materials for the purpose of ensuring accuracy, completeness and conformity with legal procedures. **E**

Coordinate collection of departmental data (CBEDS, SARC, others) for publication and reports to the State. **E**

Prepare documents for publication, including the County Line; the Public School Directory; the School Accountability Report Card; the Strategic Plan; and others as assigned. **E**

Create forms and other public documents (e.g. advertisements, legal notices, petitions, agreements, affidavits) for the purpose of addressing general needs and responsibilities of the Office of the County Superintendent of Schools. **E**

Work on special projects requiring initiative and independent judgment. **E**

Cross-train and help the Administrative Services staff with personnel functions; participate on screening and interview committees as needed. **E**

Provide support assistance regarding office activities, functions, rules or operations. **E**

Operate assigned computer software systems and a variety of office equipment including a printer, scanner, copier, facsimile, calculator, typewriter, telephone and other office machines to perform assigned duties. **E**

Answer telephone and greet visitors using independent judgment regarding information and referrals for the purpose of providing information and/or direction as may be required. **E**

Review local newspaper for articles relating to the County Office and districts; clip and date articles; and maintain a file of clippings to provide a historical record of activities.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Advanced secretarial and administrative assistant methods and responsibilities
Education Code and Election Codes and procedures relating to education programs
Basic functions and organization of school district and county government
Effective community relations processes
Interpersonal skills using tact, patience and courtesy
Modern administrative office practices, procedures and equipment
Correct English usage, grammar, spelling, punctuation and vocabulary
Oral and written communication skills
Statistical and record-keeping techniques
Alpha and numeric filing systems
Operation of office machines including computer equipment
Computer systems and software in order to perform word processing, information retrieval and maintenance of data
Receptionist and telephone techniques

ABILITY TO:

Perform a variety of complex and responsible secretarial and administrative support duties
Apply, interpret, and explain the operations, policies and procedures of the assigned administrative office
Represent the Colusa County Office of Education with tact, diplomacy and sensitivity

- Follow written and oral instructions
- Communicate effectively both orally and in writing
- Compose correspondence and written materials independently
- Analyze situations accurately and adopt an effective course of action
- Work independently with little direction
- Prepare and maintain administrative records and files
- Compile data and prepare reports
- Work confidentially with discretion
- Plan and organize work
- Meet schedules and time lines
- Maintain cooperative and effective working relationships with office staff, elected public officials and the community at large
- Lift and carry objects weighing up to 25 pounds
- Operate a computer to complete reports and maintain data
- Operate a variety of office equipment to perform assigned duties
- Operate a vehicle to conduct work

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years college-level course work in secretarial science, business or related field and four years of responsible secretarial experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

- Office
- Constant interruptions

PHYSICAL ABILITIES:

- Dexterity of hands and fingers to operate a computer keyboard and standard office equipment
- Sitting or standing for extended periods of time
- Reaching overhead, above the shoulders and horizontally to retrieve and store materials
- Lifting, pushing, pulling and carrying objects weighing up to 25 pounds
- Bending at the waist, kneeling and squatting
- Hearing and speaking to exchange information on the telephone or in person
- Seeing to review, distribute and type materials
- Driving a vehicle to conduct work

HAZARDS:

- Potential for contact with blood-borne pathogens and communicable diseases
- Potential for confrontation with dissatisfied persons

Employee Group: Classified - Confidential

FLSA Status: Non-Exempt

Salary Schedule: 002

Approval Date: January 2009