



## Position Description

<b>Position:</b> Executive Assistant, Confidential	<b>Position Number:</b> 330001
<b>Department/Site:</b> Superintendent/President's Office	<b>FLSA:</b> Exempt
<b>Evaluated by:</b> Superintendent/President	<b>Salary Range:</b> 10

### Summary

Independently manages and coordinates a variety of complex, responsible, and confidential functions on behalf of the superintendent/president and the board of trustees. Serves as confidential executive assistant to the superintendent/president and board of trustees. Handles multiple tasks simultaneously in a high volume workload and stressful environment.

### Essential Duties and Responsibilities

- Performs administrative operations of the District overseeing clerical operations of the superintendent/president's office.
- Coordinates, prepares agendas, attends and prepares minutes for board of trustees meetings.
- Maintains superintendent/president's calendar.
- Coordinates, attends and prepares meeting notes for superintendent/president's weekly meetings.
- Works with District's legal counsel on sensitive and confidential matters (i.e., litigation, grievances, disciplinary action, negotiations, etc.).
- Receives complaints from students, staff, and the community via correspondence, telephone calls, email, and in person. Use independent judgment to refer to appropriate staff.
- Prepares weekly updates to the board of trustees. Receives and distributes trustees' mail. Makes travel arrangements and processes reimbursement for board of trustees and superintendent/president. Provides assistance to the board of trustees.
- Liaison to the Los Angeles County Office of Education, Los Angeles County Registrar-Recorder/County Clerk's Office, and applicable organizations (elections, reappointment, rosters, etc.).
- Coordinates arrangements for special meetings called by the board of trustees or the superintendent/president.
- Assists the superintendent/president with special projects (i.e., presenting/leading workshops/conferences, professional organization presentations, accreditation, etc.).
- Performs related duties as assigned.

### Qualifications

#### **Knowledge, Skills, and Abilities**

- Knowledge of the Brown Act and Roberts Rules of Order, and parliamentary procedures.
- Knowledge of policies and procedures governing the District.
- Knowledge of computer software programs such as Excel, Word, Publisher, Outlook, and Visio.
- Skill in use and storage of digital recording equipment and recordings.
- Knowledge of proper budget management techniques.
- Performs notary services for the District and the community.
- Perform all of the relevant duties of the position with only general direction.



## Position Description

- Work effectively in a shared governance environment.
- Ability to work cooperatively with others.
- Ability to operate in a confidential professional environment.
- Ability to communicate effectively, both in writing and orally.
- Work effectively with a diverse population.
- Ability to function independently with minimal supervision.
- Perform consistently under the pressure of deadlines and other administrative demands.
- Use effectively a personal computer and a variety of job-related software applications.
- Ability to type accurately at a rate of 65 words per minute.
- Ability to dictate at a speed of 100 words per minute.

### Physical Abilities

- Incumbent must be able to function effectively indoors engaged in work of primarily a sedentary nature.
- Requires the ability to sit for extended periods of time to accomplish data entry and deskwork.
- Requires sufficient arm, hand, and finger dexterity in order to use a personal computer keyboard, multi-media presentation, and other office equipment.
- Requires normal hearing and speaking skills to communicate in one-on-one and small group settings and distinguish sound prompts from equipment.
- Requires visual acuity to read printed materials and computer screens.

### Education and Experience

- Possession of a high school diploma and completion of two years (60) units of college coursework in secretarial science or business. Five years of increasingly responsible secretarial/administrative assistant experience. Experience in customer service, secretarial, administrative support, preparing board meeting agendas and minutes, computer technology, and budget management in an education environment. Requires dictation at a speed of 100 words per minute.

### Licenses and Certificates

- May require a valid driver's license. Notary license.

### Working Conditions

- Work is performed indoors where minimal safety considerations exist.