

MADERA UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

Position: Senior Executive Assistant to the Superintendent
and Board of Trustees
Department/Site: Office of Superintendent
Reports to: Superintendent

Classification: Confidential
Salary Schedule: Confidential
Salary Range: 11
FLSA: Non-Exempt

PURPOSE STATEMENT

Under the direction of the Superintendent, supervises and performs highly responsible confidential and complex executive assistant duties; exercises independent judgment to assist the Superintendent in administrative detail requiring considerable knowledge in the use and interpretation of District policies and procedures. Supervises and performs responsible secretarial duties for the Board of Education involving coordination, preparation and dissemination of Board agendas and minutes, Board-appointed committees and maintaining the Board calendar.

DISTINGUISHING CHARACTERISTICS:

This is the highest level in the Administrative Assistant Series. The Senior Executive Assistant to the Superintendent and the Board of Trustees performs highly complex executive administrative assistant duties in support of the office of the District Superintendent and the Board of Trustees.

ESSENTIAL FUNCTIONS

- Supervises and administers 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. Providing information in accordance with established procedures and policies refer problems requiring technical answers to appropriate administrators and resolves problems or concerns as established through office protocols and procedures.
- Oversees and supervises assigns, and review the work of office personnel in the Superintendent's office.
- Oversees and coordinates Superintendents' Executive Cabinet meetings, Board meetings, Board Agenda Reviews meetings, individual meetings with staff and/or members of the community.
- Supervises and maintains Superintendent's calendar; arranges for meetings of the superintendent with various groups within and outside the District; make travel arrangements for Superintendent and Board of Trustees as required.
- Provides direction to Executive Cabinet members' administrative assistants for the purposes of planning, coordinating, monitor board agenda processes, established timelines, procedures, and standard of quality on special assignments and or projects etc.
- Serves as a liaison between the Superintendent and the trustees when needed.
- Maintains the departments' budget and monitor expenditures according to established guidelines.
- Attends Agenda Reviews with Board leadership and the Superintendent for the purpose providing information to all concerned regarding modifications of agenda items and or to relate directions from Superintendent or the Board Trustee; and support the Superintendent with the preparation of Board agendas and minutes.
- Consults with legal counsel as requested by Superintendent and the Board of Trustees.
- Reviews and revises board policies and bylaws as needed and recommended by California School Board Association (CSBA) as needed.

- Performs basic to immediate image editing, typesetting, and layouts for events such as event programs, meeting agendas, letterhead, newsletters, promotional items, and signage.
- Supervises the composition of effective correspondence; reference policies, rules and regulations in preparing correspondence; review and edit material prepared by others.
- Upon request from Superintendent and or Board Trustees answers questions during Board Meetings.
- Coordinates the annual employee recognition Service with Pride and other district events as needed.
- Attends conferences and trainings upon request of the Superintendent or Board of Trustees.

SKILLS, KNOWLEDGE AND ABILITIES

Knowledge of:

- Accounting/bookkeeping principles
- Brown Act, the Public Records Act, and other applicable laws
- Office methods and practices
- Current policies, laws and procedures
- Use of job related software applications
- Preparing and maintain accurate records
- Planning and managing projects
- Business telephone etiquette
- Concepts of grammar and punctuation
- Expertise in Microsoft Office and/or Google suite tools.

Skills and Abilities to:

- Operating standard office equipment including utilizing pertinent software applications
- Planning and managing projects
- Strong communications skills
- Strong organizational skills and strong writing skills
- Preparing and maintaining accurate records
- Sufficient human relations skills to work productively and cooperatively with diverse teams
- Thoughtful communication with all stakeholders
- Exemplary planning and time management skills
- Perform well under pressure for completing time-sensitive priorities
- Demonstrated resourcefulness, ability to solve problems and work independently and a high degree of professionalism, including discretion and attention to confidentiality
- Accurately take and transcribe notes and/ or meeting minutes/ recollections
- Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines
- Ability to communicate with staff, parents, and public using patience and courtesy, and in a manner that reflects positively on the organization unit
- Communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working with frequent interruptions, setting priorities; establishing and maintaining effective working relationships
- The ability to read, write and communicate clearly in both English and second language (usually Spanish) may be required
- Independently perform all of the duties of the position and strategically make sound judgements
- Must be able to learn, interpret, explain and apply knowledge of District and department organization, operations, programs, functions

RESPONSIBILITY

Responsibilities include; working under limited supervision following standardized practices and/or methods; providing information and /or advising others; and operating within a defined budget. Utilization of some resource from other work units is often required to perform the job's functions. There is a continual opportunity to affect the organization's services.

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions require the following physical demands; some lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing; the job is performed in a generally hazard free environment and in a clean atmosphere.

MINIMUM QUALIFICATIONS

Experience:

Seven years of increasingly responsible secretarial and Executive Administrative Assistant work, that includes one of the following levels of the Administrative Assistant Series: V, VI, or the Executive Administrative Assistant and/or Executive Administrative Assistant – Confidential; or an equivalency of work experience performed from another educational institution or agency in the capacity of an Executive Administrative Assistant of the Administrative Assistant Series within the Madera Unified School District.

Education:

High school diploma or equivalent.

Work Experience Equivalency:

A degree in higher education and/or college-level course work from an accredited college or university in one of the following fields: Business Administration, Management Science or Organizational Science or a related field can substitute for some years of experience.

Required Testing:

- Pre-employment Proficiency
- Pre-employment Physical Exam

Continuing Education/Training

- Maintain as needed

Clearances/Certificates/Licenses

- DOJ/FBI Background Clearance
- TB Clearance
- Physical Demand (A)
- Valid CDL