

MADERA UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

Position:	Executive Administrative Assistant-Confidential	Classification:	Classified
Department/Site:	District	Salary Schedule:	Confidential
Reports to:	Chief Officer of Human Resources and Superintendent's Office	Salary Range:	5
		FLSA:	Non-Exempt

PURPOSE STATEMENT

Under general supervision, the purpose of the position is to provide executive level administrative support of the educational process with specific responsibilities for providing a wide variety of complex professional administrative and analytical work. Assists in the coordination and management of ongoing district-wide initiatives that align with the Superintendents' Executive Cabinet Core Values. Confidential support is related to the activities associated with the Labor Relations process as defined by Ed Code 3540-3540.2.

DISTINGUISHING CHARACTERISTICS:

This is the executive level of the Administrative Assistant Series. The Executive Administrative Assistant-Confidential provides executive level support to the Chief Officer of Human Resources and the Superintendent's Office. Incumbents work independently and apply specialized and technical knowledge of various facets of the District to work in situations that are extensive and unique. Incumbents exercise considerable independence of action in routing administrative matters, preparing reports and correspondences, handling complaints from parents and the community and other matters of similar complexities.

The Executive Administrative Assistant-Confidential that reports to Chief Officer of Human Resources will attend District negotiations meetings to provide administrative assistance with the Labor Relations Process.

The Executive Administrative Assistant-Confidential that reports to the Office of the Superintendent will collaborate with the Superintendent, Board of Trustees, and the Senior Executive Administrative Assistant, in managing the logistics and operations of the District; and fulfills the duties of the Senior Executive Administrative Assistant in their absence.

ESSENTIAL FUNCTIONS

- Provides clerical, administrative and executive level support to assigned to Chief Officer of Human Resources and the Superintendent's Office; composes and prepares correspondence, departmental reports and other documents that are sensitive and confidential nature; drafts reports; proofreads and checks other materials for accuracy, completeness and compliance with District standards, policies and procedures; ensures materials, contracts, reports and documents are accurate and complete.
- Researches and compiles statistical data and prepares information for special projects including personnel matters and information for collective bargaining.
- Screens and/or independently responds to visitors, phone calls, correspondences, and email inquiries regarding a variety of department matters. Acts as liaison in coordinating calendars and matters between the assigned departments, staff, students, community members, and external entities.
- Maintains a variety of calendars; provides information and handles issues that may require sensitivity and use of tact and independent judgment. Prioritizes request by departments within the District and facilitates the completion of action items and the flow of information; researches requests or complaints and refers matters to the appropriate staff and/or takes or recommends actions to resolve issues.
- Performs basic to intermediate image editing, typesetting, and layout for material to print for the department.

- Creates and maintains spreadsheets and database; reviews, submits and tracks requests for payments and purchase orders; reviews travel and conference expense forms; calculates budget usage and fund percentages; prepares budget reports and spending forecasts for review; tracks multiple funding sources; may participate in grant administration functions including basic grant writing, collecting program data and generating performance reports.
- Gathers background materials and documents needed to draft recommendations and reports for committees; researches best practices, prior actions, student data, and financial information for executive reviews.
- Attends meetings and provides administrative support to a variety of committees and other department meetings; participates in preparation of agenda items; keeps minutes and records of assigned committees in accordance with the Brown Act; track status of action items and validates required deadlines are met; coordinates meetings and events; maintains committee records and disseminates all formal actions including minutes.
- Organizes, maintains and updates confidential, specialized, and technical files; creates and maintains electronic and physical filing systems.
- Updates and maintains the department's website and telephone directory.
- Drafting and execution of consultant agreements and contracts.
- Coordinates conferences and meetings for the department.
- Organizes a variety of formal and informal meetings and events including conferences and fundraisers.

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 maintaining accurate records
- Project planning and management
- Business telephone etiquette
- Concepts of grammar and punctuation
- Expertise in Microsoft Office, Adobe Acrobat, and/or Google Suite tools

Skills and Abilities to:

- Operating standard office equipment including utilizing pertinent software applications
- Strong communications skills
- Strong organizational skills and strong writing skills
- 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
- Plan, organize and prioritize work in order to meet schedules and timelines
- 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; working with frequent interruptions, setting priorities; establishing and maintaining effective working relationships
- 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

- 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:

Six years' of experience as an Administrative Assistant I, II, III, IV, or V, with one year of minimum experience as an Administrative Assistant VI in the Madera Unified School District; OR an equivalency of work performed from another educational institution or agency in the capacity of the Executive 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 may be substituted 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