

# ROSS VALLEY SCHOOL DISTRICT

## EXECUTIVE ASSISTANT Board of Trustees, Chief Business Official, and Superintendent (Confidential Classified)

Department/Division:	Superintendent's Office
Reports To:	Superintendent
Provides Direction To:	Not applicable
Classification Status:	Exempt
Board Adopted:	11/10/2015

### GENERAL PURPOSE

Under the general supervision of the Superintendent. Assists the Board of Trustees, Superintendent and Chief Business Official in general and executive administrative operations; attends Board executive meetings and acts as recording secretary; prepares executive agendas, minutes and distributes packets; assists with research projects; compiles statistics and gathers such other data as required; maintains District's policies, administrative regulations and procedures manuals; assumes scheduling, coordinating, department budget oversight and implementation, and administrative functions as assigned; acts as District liaison with Board of Trustees, Principals, Parent Clubs, Round Table, Cabinet and the media. Performs other duties as assigned.

### ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Serves as confidential assistant to the Board of Trustees, Superintendent, and Chief Business Official.
- Responsible for the administration of the Superintendent's and Chief Business Official's offices.
- Performs highly complex and responsible work for the Chief Business Official, Superintendent and the Board of Trustees.
- Demonstrates superior problem-solving and organizational skills and initiative.
- Demonstrates effective communication skills.
- Works effectively with the public, administration and all school personnel.
- Assists Superintendent in his/her role as Secretary to the Board of Trustees and in his/her District and County responsibilities.
- Schedules, coordinates and, maintains the Superintendent's and Chief Business Official's calendar and appointments.
- Makes conference and meeting arrangements for the Chief Business Official, Superintendent and the Board of Trustees.
- Apprises Superintendent and Chief Business Official of potential problems and concerns.

## **EXECUTIVE ASSISTANT continued**

- Drafts agendas, coordinates procedural matters and prepares and distributes the final agenda and supporting materials for a variety of executive meetings; attends meetings and takes minutes of the proceedings; prepares minutes of meetings and provides the necessary follow-up Board meetings.
- Processes daily mail addressed to the Chief Business Official, Superintendent and the Board of Trustees.
- Maintains Board of Trustees' election files and follows up on actions and paperwork required for the conduct of elections.
- Prepares necessary paperwork for annual organizational meeting of the Board of Trustees, including election of officers and swearing in of new Trustees.
- Appraises Chief Business Official, Superintendent and Board of Trustees of Brown Act compliance.
- Conducts initial interview (both in person and on the telephone) with staff, parents and community members; answers questions, provides information and attempts to resolve complaints/problems through proficient knowledge of District policies and procedures; refers to an appropriate staff member of administrator or makes an appointment with the Chief Business Official or Superintendent, if necessary.
- Maintains oral and written communication and relationships with District administrators, staff, parents, members of the Board of Trustees, staff from MCOE and other Marin County school districts, outside agencies and consultants, the public and news media.
- Provides administrative secretarial support for a variety of committees and initiatives.
- Composes and prepares correspondence independently or from oral instructions, rough draft or machine dictation as requested by the Superintendent, Chief Business Official or members of the Board of Trustees; copies and distributes such correspondence appropriately.
- Gathers data from numerous sources and compiles informational and statistical reports, in accordance with general written or oral instruction; makes arithmetic calculations.
- Prepares reports, memoranda, contracts and other documents.
- Establishes and maintains file systems, including the official record of Board minutes and resolutions.
- Maintains confidential administrative and clerical files.
- Originates, creates and/or revised necessary forms and documents.
- Coordinates and handles special projects, luncheons/receptions/dinners and other group meetings for the Superintendent, Chief Business Official and/or Board of Trustees.
- Performs secretarial services for individual Board members and committees of the Board.
- Distributes Guidelines for Hiring Independent Contractors; routes completed forms as appropriate.
- Manages the updating and maintenance of District policies and administrative regulations.
- Interprets and explains District policies, procedures and programs to District staff and members of the public.
- Assists as a liaison with the news media.
- Provide follow-up assistance on sensitive and confidential collective bargaining materials; maintain confidentiality of sensitive issues.

## **EXECUTIVE ASSISTANT continued**

- Assists as needed in collection of data and preparation of reports and documents related to collective bargaining.
- Maintains district web pages related to the Chief Business Official, Superintendent and Board of Trustees.
- Other related duties as assigned/required.

### **QUALIFICATIONS GUIDELINES**

#### Knowledge of:

- Organization, rules, regulations, and programs related to the District's Executive Offices
- Modern office practices, procedures, and equipment
- State Education Code, the Brown Act and other applicable laws
- District organization, operations, policies and objectives
- Operation of a computer equipment and assigned software
- Research methods; record-keeping techniques; customer service practices; telephone techniques and etiquette
- Correct English usage, grammar, spelling, punctuation, and vocabulary; interpersonal skills using tact, patience and courtesy.

#### Ability to:

- Operate a computer and other modern office equipment and use a variety of software applications.
- Interpret, explain and apply District policies, procedures, and collective bargaining contracts.
- Plan and organize the work of an executive office and maintain a high level of confidentiality.
- Perform complex and responsible support duties requiring independent judgment and analysis.
- Develop office procedures for effective and efficient office operations.
- Work independently with little direction.
- Type at an acceptable rate of speed.
- Analyze situations accurately and adopt an effective course of action.
- Compose letters, memos, or other documentation from oral or written instructions.
- Understand and carry out oral and written directions.
- Maintain complex records and prepare reports.
- Communicate effectively both orally and in writing.
- Meet schedules and time lines.
- Establish and maintain cooperative and effective working relationships with those contacted in the performance of assigned duties.

#### **EDUCATION:**

- Graduation from High School. Successful completion of college courses or five year's equivalent business experience plus two years of recent paid experience with similar duties.

## **EXECUTIVE ASSISTANT continued**

### **EXPERIENCE:**

- Four years of increasingly complex and responsible administrative assistant work, preferably three or more years in a school district, or some equivalent combination of education and experience.

### **LICENSES/CERTIFICATES/SPECIAL REQUIREMENTS:**

- A valid Class C California driver's license and the ability to maintain insurability under the District's Vehicle Insurance Policy.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The usual and customary methods of performing the job's functions require the following physical demands: regularly required to sit, stand, walk, talk, or hear; use hands to finger, handle, or feel; some lifting, carrying, pushing, and/or pulling (up to 30 pounds); occasionally required to reach with hands and arms, climb or balance; and stoop, kneel, or crouch; significant wrist and finger dexterity; hearing and speaking capacity to be heard in normal conversations in person or on telephone as well as to effectively exchange information and make presentations; specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Generally the job requires 60% sitting, 20% walking, and 20% standing.

### **MENTAL DEMANDS:**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; use math and mathematical reasoning; perform highly detailed work; work on multiple and concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with the Board, Superintendent, and department management, school officials, staff, vendors, the public, and others encountered in the course of work.

### **WORK ENVIRONMENT:**

The position works primarily in an office and school site setting. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the office environment is usually mild to moderate. The noise level at the school sites is usually moderate to high. The employee works under typical office conditions, and the noise level is usually quiet or moderately quiet. The employee occasionally drives to District sites and training/meeting locations to provide administrative support on behalf of the Superintendent and the Board of Education.