

STOCKTON UNIFIED SCHOOL DISTRICT

CHIEF EXECUTIVE ASSISTANT

DEFINITION

The Chief Executive Assistant performs a variety of highly responsible, confidential and complex clerical, secretarial and administrative duties for the Superintendent of Schools and the Board of Education and serves a primary point of contact between the Board Members and District personnel. This position exercises functional supervision over other Executive Assistants that support clerical functions of the Office of the Superintendent and the Board of Education. The scope of work is primarily to manage office staff responsibilities, recurring tasks requiring technical and supervisory ability. It is possible for this position to exercise independence of action only as to accomplish well-defined clerical activity that involves important contacts and coordination of many details for the Board of Education and Superintendent.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Superintendent; may receive indirect supervision from individual Board Members. Exercise functional general supervision over assigned staff.

EXAMPLE OF DUTIES – (Incumbents may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Serves as the primary liaison between the Board Members and District staff, executives, employees, the public and follows through on Board Member communications. (E)

Functional supervision of the Superintendent’s office Executive Assistants by prioritizing and coordinating staff schedules, projects, activities, and associated tasks. (E)

Serves as project leader of tasks assigned to Superintendent’s Executive Assistant staff by supervising and coordinating the clerical, secretarial and administrative duties of the Superintendent’s Office and Board of Education. (E)

“Staffs” Board of Education events for the Board Members, bridging between the Board Members, the public and attending to other event details. (E)

Attends Board and Committee meetings and other related meetings and activities and briefs the Board members, take and prepare minutes as necessary. (E)

Leads the coordination and preparation of official documents and forms for the Superintendent and members of the Board of Education. (E)

Prepare, maintain and submit monthly leave reports for the Superintendent’s Office staff and members of the Board of Education. (E)

Supervise and assist the maintenance of budget for the office of the Superintendent and the Board of Education; requisition process and office spending documentation. (E)

Supervise and coordinate travel and conference arrangements, process travel requests and reimbursements for the Superintendent, members of the Board of Education and staff. (E)

Carry out oral and written directives of the Superintendent and the members of the Board of Education. (E)

STOCKTON UNIFIED SCHOOL DISTRICT

Arrange meetings and maintain the Superintendent's calendar. *(E)*

Supervise maintenance and operation of word processing systems; may be required to operate a personal computer for the purpose of word processing, data entry and/or database inquiry. *(E)*

Coordinate and prepare update information for the county and state directories. *(E)*

Receive process, monitor and respond to employee/parent citizen complaints and attempts to resolve issues and conflicts, gathers and exchanges information. *(E)*

Interpret District policies, procedures, rules and regulations in response to inquires and refer inquiries as appropriate; maintain and update policy manuals. *(E)*

Type a variety of written materials from rough draft, Dictaphone, transcription notes and/or verbal instructions; independently respond to letters and general correspondence of a routine nature. *(E)*

Analyze situations carefully and adopt effective courses of action with and without supervision. *(E)*

Select, supervise, train and evaluate assigned staff. *(E)*

Notary Public for the Superintendent's Office and the District. *(E)*

Maintain petty cash process; submit petty cash report. *(E)*

Assemble and prepare reports as assigned; distribute to staff, the press and interested members of the public. *(E)*

Supervise and maintain a variety of files and records including official records such as agendas, minutes, resolutions, documents and other related material (Custodian of Records). *(E)*

Supervise and assist with orders and maintenance of appropriate levels of office supplies and equipment. *(E)*

Oversees the planning of orientations, workshops, seminars, retreats and meetings for the Superintendent and Board of Education. *(E)*

May be required to attend meetings/committee meetings, take and prepare minutes as necessary. *(E)*

Research, analyze, oversee, prepare and distribute the Board agenda, agenda items, closed session agenda, board packet and Friday letter for the Board of Education; ensure all reports and other agenda materials are submitted on time; contact participants and otherwise coordinate the meeting; record official actions; take and prepare minutes; maintain files of minutes, resolutions, documents and other related materials; complete follow-up reports of meetings and distribute as appropriate. *(E)*

Supervises the arrangement and preparation of boardroom and Board Chambers for Board meetings. *(E)*

Maintain consistent, punctual and regular attendance. *(E)*

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of supervision, training and performance evaluations
- English usage, grammar, spelling and punctuation
- Modern office methods, procedures and equipment including microcomputers for the purpose of word processing, data entry and database inquiry
- Business letter writing techniques
- Organization, procedures and operating details of the District
- Record keeping principals and procedures
- Type at a speed of not less than 60 words per minute
- Take and transcribe oral dictation at a rate of not less than 80 words per minute
- Physical capability sufficient to perform job tasks

Ability to:

- Serve as the Superintendent's liaison to the Board of Education, staff and community
- Supervise and coordinate the clerical, secretarial and administrative duties of the Office of the Superintendent/Board of Education
- Supervise, train and evaluate subordinates
- Analyze situations carefully and adopt effective courses of action with and without supervision
- Establish and maintain confidentiality in performing job duties; secure confidential information
- Compose correspondence independently
- Compile and maintain complex and extensive records and files
- Make mathematical calculation quickly and accurately
- Understand and carry out oral and written direction

Experience and Education:

Any combination of education, training and experience equivalent to the completion of the twelfth grade and five (5) years of broad, varied and increasingly responsible secretarial and administrative work, including two years in oversight capacity of work performed preferably in the field of public education. College education may be substituted for the required experience on a year-for-year basis.

License and Certificates:

- Possession of valid California driver's license
- Possession of valid First Aid and CPR certificate is required

Hazards:

- Contact with dissatisfied or abusive individuals

Physical Demands:

Employees in this position must have/be able to:

- Enter data into a computer and operate standard office equipment
- See and read a computer screen and printed matter with or without visual aids
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others
- Sit for extended periods of time
- Stand/walk for extended periods of time
- Bend at the waist; reach overhead, above the shoulders and horizontally, grasp, push/ pull
- Lift and/or carry up to 25 lbs. at the waist for short distances

