



REVISED: Submitted:  
07/01/2019 06/11/2019

JOB TITLE:	EXECUTIVE ASSISTANT TO SUPERINTENDENT
DIVISION	ADMINISTRATION
SALARY SCHEDULE/GRADE:	II, GRADE 6
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8641
BARGAINING UNIT:	CLAP

#### SCOPE OF RESPONSIBILITIES

Provides high-level administrative support to the Superintendent to ensure accuracy of data and communications necessary to support the management and administration of the District.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Prepares agendas and makes arrangements for cabinet, Board, and other activities in support of the Superintendent
- Organizes the work flow for the Superintendent's office
- Prioritizes work for the Superintendent's office
- Arranges meetings, calls, materials, digital resources, etc. for the Superintendent's office
- Conducts research on issues and concerns directed to the Superintendent's office and prepares correspondence in response
- Communicates with administrative staff on behalf of the Superintendent to ensure projects/programs are progressing and monitors to ensure that data/reports are submitted based on established deadlines
- Maintains communication with the Superintendent regarding issues and concerns affecting the District
- Analyzes the strengths and weaknesses of solutions, conclusions, or approaches to issues to ensure that the Superintendent is informed and has adequate information to respond to critical issues affecting the District
- Analyzes issues to determine the implication of information for both current and future problem-solving and decision-making
- Supervises secretarial/clerical support work for the Superintendent's office
- Drafts correspondence on behalf of the Superintendent and Board members
- Collaborates with cabinet members and other administrators to ensure the goals of the Superintendent's office
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by supervisor

#### PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

#### MINIMUM QUALIFICATIONS

- Associate's degree or equivalent
- Five (5) years' experience providing support to an executive office
- Critical reasoning skills
- Effective communication skills

DESIRABLE QUALIFICATIONS

Experience with diverse groups of people

Experience leading groups of support personnel

Experience in a diverse workplace