

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION

JOB TITLE: EXECUTIVE ASSISTANT

REPORTS TO: Assigned supervisor
SUPERVISES: No supervisory responsibilities

DEFINITION:

Perform highly responsible and confidential clerical and administrative duties to support the assigned area or programs. Interpret policies and regulations to officials, staff and public. Plan, coordinate and organize office activities. Coordinate flow of communications and information for the assigned area. May train and provide work direction and guidance to assigned personnel. Exercise independent judgment and discretion in performing clerical tasks. Assignments are frequently broad in nature and require originality and ingenuity. May serve as a resource in the resolution of significant issues.

DISTINGUISHING CHARACTERISTICS:

This level is distinguished from the Administrative Assistant III level in that it works independently with only general guidance on a variety of special projects, performs a wide range of advanced, diversified, and confidential administrative and support duties of a highly responsible nature. Has demonstrated knowledge of business procedures and operations. Provides input concerning department or program needs and the development and implementation of policies and procedures. Assists in budget preparation at the program level. Functions performed at this level have wide-spread visibility, including state and county levels, which can significantly affect public perception of the organization.

QUALIFICATIONS:

Required:

1. High school diploma or equivalent.
2. Eight years of increasingly responsible clerical or administrative assistant experience involving frequent public contact, or an AA degree plus 6 years' experience. A Bachelor's degree plus four years' experience may also be considered.
3. Federal Bureau of Investigation and the California Department of Justice fingerprint clearance as required by California Education Code.
4. Valid California Driver's License.

Desired:

1. Experience working in an educational setting.

KNOWLEDGE AND ABILITY:

1. Knowledge of modern office practices, procedures, equipment, and storage systems.
2. Knowledge of terminology, practices and procedures of assigned office.
3. Knowledge of record-keeping and filing techniques.
4. Knowledge of telephone techniques and etiquette.
5. Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary.
6. Knowledge of operation of a computer and assigned software.
7. Knowledge of data control procedures and data entry operations.
8. Knowledge of business letter and report writing, editing and proofreading.
9. Knowledge of budgeting practices regarding monitoring and control.
10. Intermediate knowledge of word processing and spreadsheet applications.
11. Ability to learn County Office SLOCOE organization, operations, policies and objectives.
12. Ability to communicate effectively both verbally and in writing.
13. Ability to work confidentially with discretion.
14. Ability to complete work with frequent interruptions.
15. Ability to use current technologies to achieve desired objectives.
16. Ability to perform mathematic calculations with speed and accuracy.
17. Ability to maintain regular and reliable attendance.

18. Ability to work independently, prioritize and manage multiple tasks and effectively apply time management skills.
19. Ability to establish and maintain positive and effective working relationships with diverse populations.
20. Ability to understand and carry out assignments in a neat, orderly, accurate, and timely fashion following verbal or written instructions with minimal supervision.
21. Ability to exercise sound judgments and decisions and to evaluate the results of those judgments and decisions.
22. Ability to deal with problems or issues that arise within the scope, authority, and skill set of the classification.

ESSENTIAL FUNCTIONS:

1. Establish and maintain office time lines and priorities. Receive, open, sort, prioritize and distribute mail.
2. Plan, coordinate and organize division activities and flow of communications. Ensure related activities comply with established laws, codes, regulations, policies and procedures. Interpret and provide detailed and technical information to officials, teachers, parents, organizations and others concerning assigned programs, office functions and SLOCOE policies, procedures and regulations.
3. Perform public relations and communication services for the assigned area. Receive, screen and route telephone calls, emails, and messages. Receive and communicate with visitors, including administrators, staff, governmental agencies, outside organizations, parents and the public to exchange information, request and provide materials, coordinate activities and resolve issues or concerns. Provide technical information and assistance to the public and colleagues regarding Division or SLOCOE operations and related laws, rules, regulations, policies and procedures.
4. Coordinate, schedule and attend meetings, committees and conferences. Collect and compile information for meetings and projects. Compile and compose agenda items and other required information. Take, transcribe and distribute minutes.
5. Maintain and coordinate appointment and activity schedules and calendars, discerning which meetings or events can be postponed or advanced to permit smooth flow of operations. Schedule, arrange, and coordinate travel arrangements and hotel reservations. Process reimbursement claims. Reserve facilities and equipment for meetings and other events.
6. Compile information, and prepare and maintain narrative and statistical records, reports and files related to the assigned functional area.
7. Collect and input data into an assigned computer system. Establish and maintain automated records and files. Initiate queries, develop spreadsheets, manipulate data, and generate computerized reports. Ensure accuracy of input and output data.
8. Compose a variety of materials and correspondence, independently or from verbal direction on a variety of matters including those that may be sensitive or confidential. Create and edit documents including replies to correspondence, letters, forms, reports, agenda items, bulletins, statistical data, memoranda, lists, contracts, agreements, requisitions, notices and other documents and materials. Prepare, format, proofread, edit and revise written materials. Develop and maintain division website features. Prepare notices, packets and informational materials for mailing.
9. Perform clerical accounting duties in support of division using accurate mathematical skills. Monitor department income and expenditures, ensuring expenditures do not exceed budget. Produce and audit budget reports. Calculate, prepare and revise accounting and budgetary data. Balance and reconcile assigned accounts and budgets. Maintain fiscal records and files. Prepare, process and code purchase orders, budget expenditures, and invoices. Arrange for billings and payments. Assist in the preparation of department or program budgets by reviewing prior year budgets for over/under expenditures, ensuring payroll projections are accurate for all division positions, tracking unusual expenditures throughout the year, and training division clerical staff in the use of budget software. Initiate budget transfers. Scope of budget assignments is for the larger assigned area/program and includes monitoring subordinate areas of the organization for accuracy.
10. Perform special projects and prepare forms and reports on behalf of the office or program. Provide input concerning department or program needs and the development and implementation of policies and procedures of the assigned area, which may include researching, evaluation, and compiling a variety of

information.

11. Compute statistical information for federal, state and county office reports. Ensure mandated reports are completed and submitted to appropriate agencies and personnel according to established time lines. Compile and maintain grant information, records and related materials.
12. In some specified positions, train and provide work direction and guidance to assigned division clerical personnel. Assign duties to division clerical staff and review work to ensure accuracy, thoroughness, and compliance with established guidelines. Provide input concerning employee interviews and evaluations. Facilitate and lead clerical support staff informational meetings.
13. Monitor, order, receive and maintain appropriate levels of inventory and office supplies.
14. Attend workshops, classes, and seminars to gain and maintain current knowledge of technology.
15. Perform other duties within the scope and skill level of the classification.

ENVIRONMENT:

1. Office environment.
2. Constant interruptions.

PHYSICAL DEMANDS:

1. Hearing and speaking to exchange information in person or on the telephone.
2. Dexterity of hands and fingers to operate computer keyboard and office equipment.
3. Seeing to read a variety of materials.
4. Sitting or standing for extended periods of time.
5. Physical agility to lift approximately 15 pounds to shoulder height.
6. Lifting, carrying, pushing or pulling light objects.

HAZARDS:

Contact with dissatisfied or abusive individuals.

Grade Allocation: 36
Adopted: 7/1/04
Revised: 2/27/13; 5/15; 3/23/16