

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**POSITION TITLE: EXECUTIVE ASSISTANT TO THE SUPERINTENDENT - CONFIDENTIAL**

**DEFINITION:** Under the direction of the Superintendent, the Executive Assistant to the Superintendent performs highly responsible duties that are confidential, technical, complex and varied in nature providing overall support to the office of the Superintendent and the District. This employee coordinates and provides communication and information to the district, general public, and outside organizations as related to areas of responsibilities; plans, organizes and coordinates activities pertaining to the Superintendent's office in a timely manner to meet the needs of the District and community; interprets policies and regulations to officials, staff and the public.

*Confidential employees are those employees who, in the regular course of their duties, have access to, or possess information relating to, their employer's employer-employee relation. He/she also performs work of a confidential nature for the Board of Education during salary negotiation and at other times during the year.*

**ESSENTIAL FUNCTIONS: Duties may include, but are not limited to the following:**

- Plan, organize and coordinate office functions and activities; provide timely communication and information to the District, general public, and outside organizations as related to areas of responsibilities including State-wide organizations in the field of education
- Professionally respond to media requests as directed by the Superintendent
- Serve as a liaison with all levels of staff, public officials, school district personnel, and community representatives for all Superintendent business
- Attend Governing Board meetings and work with the Superintendent, Governing board, and administrative team to provide closure on all issues and/or concerns arising from these meetings
- Proofread all items presented for Board consideration for accuracy and notify author of recommended revisions
- Maintain contact with the Governing Board, employee groups, professional organizations, legal counsel, media and government on behalf of the Superintendent as directed
- Research material through various resources for information to support the Superintendent's actions in the development of policies, budgets, external reports, and Governing Board requests
- Ensure the Superintendent and Governing Board are fully prepared for all official and unofficial proceedings with professional, up-to-date information and background data, complete agendas and documentation, accurate schedules, including a Superintendent's priority brief for all meetings
- Facilitate regular meetings/trainings for other senior level administrative assistants working in the District Office to ensure information and resources are shared between departments
- Arrange registration and travel arrangements for the Superintendent and Governing board for meetings, conferences, and conventions
- Attend and record proceedings from confidential and sensitive official and unofficial meetings as directed by the Superintendent
- Learn, apply, and stay current on school district policies, laws, rules and regulations affecting the office of the Superintendent and the District
- Independently prepare a wide variety of highly difficult correspondence and statistical data work including typing, proofreading, creating forms, reports, contracts, communications and presentations with speed and accuracy
- Perform special projects and prepare or assign the preparation of various forms and reports to clerical staff on behalf of and under the direction of the Superintendent and Governing Board

**POSITION TITLE: EXECUTIVE ASSISTANT TO THE SUPERINTENDENT CONFIDENTIAL Continued**

- Receive, screen and direct callers and visitors to ensure timely delivery of communication to appropriate staff, sites/departments or outside individual/group; answer questions, refer to appropriate staff members or schedule appointment with the Superintendent; receive, sort, read, route and respond to mail as directed
- Assist in resolving concerns of families and community members in a timely manner to provide the most professional and confidential high quality service to the community
- Schedule appointments and maintain appointment calendar; arrange group meetings and transmit confidential or controversial information as appropriate
- Schedule administrative meetings; obtain, interpret and provide information to others concerning office functions, policies and procedures
- Work collaboratively with other administrative units to assure compliance with time line
- Maintain files, records, office supplies, and other needs of the department
- Maintain security and confidentiality of files and records for the protection of students, families and staff
- Maintain the official copy of District policies and administrative regulations and hand books
- Process purchase orders, requisitions and track budgets accordingly
- Assist in budget planning and control for the Superintendent's office to ensure the financial viability of the District
- Maintain accurate records regarding budgets and district programs
- Using good judgment, maintain budgetary economic efficiency within the department for purchases and for cost of operations
- Prepare agendas and attend meetings; take, prepare and distribute minutes to administrative staff and the Board as appropriate; maintain files and meeting folders
- Prepare through research and analysis, statistical data and materials related to collective bargaining and management of the collective bargaining agreements
- Under direction, update, print, and disseminate the collective bargaining unit agreements
- Operate a computer to enter and retrieve information
- Prioritize workload effectively to meet deadlines
- Proactively assess, evaluate, create, and with administrator support enact processes and computer applications that streamline and increase internal department efficiency and quality of operation
- Maintain confidentiality
- Other duties as assigned

**QUALIFICATIONS:**

**Knowledge of:**

- Current office practices, procedures, and equipment
- Software programs including but not limited to word processing, spreadsheet and presentation graphics
- Education Codes, Board policies, District regulations and other applicable laws related to assigned activities
- District organization, operation, policies, objectives and goals
- Basic collective bargaining and grievance procedures
- Correct grammar, spelling, punctuation, document construction, and editing
- Application of principles and practices of research, analysis, and project planning

**Ability to:**

- Read and understand the scheduling and educational program requirements of the District, and the state, and apply with good judgment the policies, rules, procedures, and techniques applicable to the position
- Communicate clearly, both orally and in writing to a wide range of contacts within and outside the District with tact, diplomacy, courtesy, and in a professional manner that reflects positively on the Superintendent and Governing Board
- Effectively use social media programs and internet based communication systems
- Understand and carry out oral and written instructions
- Analyze situations accurately and adopt an effective course of action
- Independently perform all of the duties of the position efficiently and effectively
- Coordinate and perform complex office and secretarial work with speed and accuracy
- Learn, interpret, explain, and apply knowledge of District and department organizations, operations, programs, functions, and special department terminology
- Work effectively under pressure and with frequent interruptions
- Ability to multi-task and see projects through to completion
- Establish and maintain effective relationships with those contacted in the course of work
- Perform complex, technical and varied tasks with speed and accuracy
- Bilingual Spanish is desirable

***EDUCATION AND EXPERIENCE:***

- Completion of the twelfth grade
- College degree, coursework in, or knowledge equivalent to that of an Associate's Degree in secretarial science, business, management science, or organizational science
- Five years of verifiable work experience encompassing extensively responsible and progressive secretarial experience of a professional nature. Administrative Assistant at a school site level or District level preferred
- Techniques and principals of public relations and communications
- Verifiable computer skills using a variety of software, desktop publishing, graphics, database and spreadsheet applications

***PHYSICAL REQUIREMENTS: of this position are, but not limited to the following:***

**Ability to:**

- Sit for extended periods of time
- Stand in one area for extended periods of time
- Stand and walk for extended periods of time
- Ascend and descend steps
- See for the purpose of observing accuracy of reports and documents
- The ability to listen to and understand information and ideas presented through spoken words and sentences
- The ability to communicate information and ideas in speaking so other will understand
- Communicate using the telephone and radio
- Push/pull, squat, turn, twist, bend, and stoop
- Lift and carry 20 lbs
- Reach in all directions
- Think clearly and rationally to solve problems, make good judgments and decisions
- Perform the essential functions of this position in an accurate, neat, timely fashion
- Ability to meet the travel requirements of this position

**WORKING CONDITIONS:**

Office working environment subject to sitting at a desk for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers, reaching in all directions, and prolonged periods of time working at a computer terminal.

**LICENSE OR CERTIFICATES:**

- Valid California Driver's license
- Valid Typing Certification of 65 net words per minute
- Valid CPR/First Aid Certification desirable

**NOTE:** This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans with Disabilities Act regarding reasonable accommodation procedures.