

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Executive Assistant to the Superintendent	REPORTS TO:	Superintendent
LOCATION:	Superintendent's Office	CLASSIFICATION:	Confidential
FLSA:	Exempt	WORK YEAR:	12 Months
BOARD APPROVAL:	August, 1996 Revised May 22, 2012 Revised June 2, 2015 Revised March 29, 2022	SALARY:	Range G Management Tier IV Salary Schedule

Summary: Under general supervision, this position serves as executive assistant to the Superintendent and coordinates the activities and business of the Board of Education; providing assistance in a variety of sensitive, complex and confidential administrative and clerical matters; assists the Superintendent in maintaining effective public relations; performs specialized functions unique to the Superintendent's Office; and assures the efficient operation of the Superintendent's Office and various aspects of Board of Education meetings in order that the public and community are appropriately served.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. 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.)

E = Essential Functions

Performs highly complex, confidential and sensitive administrative support duties for the Superintendent and coordinates the activities and business of the Board of Education. **E**

Coordinates Board of Education meetings, including meeting agenda preparation, minutes, workshop preparation, the Board governance handbook, and the organization of meetings. **E**

Maintains official records of Board of Education proceedings, agendas, and minutes; maintains a variety of complex records, lists, files and confidential materials; assures confidentiality of information and records. **E**

Advises the Superintendent and Board of Education on the requirements of the Brown Act; acts as the District liaison to legal services related to effective Board governance. **E**

Manages the overall process of updating Board Bylaws, Board Policies and Administrative Regulations. **E**

Prepares various forms, documents, reports and correspondence on behalf of the Superintendent and Board of Education. **E**

Performs special projects; attends to administrative details on various special matters as assigned. **E**

Attends Executive Cabinet and other administrative committee meetings. **E**

Develops and monitors budgets of the Superintendent's Office and Board of Education. **E**

Serves as the Superintendent's liaison; communicates with a variety of District staff, outside agencies and the public to exchange information and resolve issues or concerns. **E**

Assists the Superintendent with the maintenance of effective working relationships with all stakeholders, community groups and individuals, including District employees. **E**

Conducts initial interviews in person or over the phone with students, teachers, parents or others answering questions, making referrals to appropriate staff members, or making an appointment with the Superintendent, as appropriate. **E**

Arranges schedule of activities, including conferences, staff appointments, meetings and speaking engagements. **E**

Manages the processing of public records and information requests for the District. **E**

Collaborates with the District Communications and Community Relations team in the development and dissemination of information about the District, and in planning special events and meetings. **E**

Works flexible hours; attends Board of Education meetings and other evening and weekend meetings and functions as required. **E**

Assigns and monitors work and supervises and evaluates assigned clerical support staff in the Superintendent's Office. **E**

Provides leadership for Education Center non-management classified staff. **E**

Maintains or seeks current information on resources relevant to the position.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed in this document are the minimum qualifications required in order to successfully be considered and hired for the position as well as to maintain satisfactory job performance requirements once employed.

EDUCATION AND EXPERIENCE:

Two years of college coursework or equivalent training.

Five years of responsible secretarial experience, including at least one year as secretary, administrative assistant, or executive assistant to an administrator or executive.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License.

TECHNOLOGY, EQUIPMENT AND TOOL SKILLS: Proficient use of a personal computer, software, and databases specific to the District, Internet, and Microsoft Outlook. Knowledge of and ability to proficiently use contemporary computer software programs and Internet-based applications used by the District. Ability to use modern office equipment.

KNOWLEDGE, SKILLS, AND ABILITIES QUALIFICATIONS: The requirements listed below are representative of the knowledge, skill, and/or ability required.

KNOWLEDGE OF:

School district organization, operations, policies, regulations, and objectives.

Requirements of applicable policies and statutes (e.g., Board Policy, Education/Government Code, Brown Act).

Modern office methods and practices, including filing systems, reception and telephone techniques, letter and report writing, and contemporary record keeping techniques.

Applicable software for word processing, database, and spreadsheet applications, web-based applications, voicemail and email.

Correct English usage, grammar, spelling, punctuation and vocabulary.
Basic public relations techniques and practices.
Effective oral and written communication skills.
Interpersonal skills using tact, patience, and courtesy.
Advanced oral and written communication skills.

ABILITY TO:

Read, interpret, explain and apply a variety of relevant laws, policies and procedures.
Meet District standards of professional attitude as outlined in Board Policy E-4219.21, Code of Ethics for Classified Employees.
Analyze situations accurately and adopt effective courses of action within defined guidelines.
Work independently with little direction.
Maintain records, filing systems, and prepare reports.
Prepare written communications independently and accurately.
Take accurate meeting notes and prepare minutes.
Successfully manage a wide variety of tasks simultaneously while dealing with frequent interruptions.
Function effectively in stressful situations.
Deal effectively a broad range of personalities using tact, courtesy, poise, sensitivity, and good judgment.
Monitor and maintain assigned budgets.
Perform duties and tasks in an effective, efficient, timely, accurate, and organized manner. Maintain a neat, well-organized office and personal work space.
Efficiently operate software applications (word processing, database, spreadsheets, etc.), web-based applications, voicemail and email.
Maintain a positive, constructive attitude and working relationship with the Superintendent, the Board of Education, team members, District employees, students, parents and the general public.
Be loyal, supportive and confidential.

LANGUAGE SKILLS:

Ability to read, write, and speak in English. Ability to read, proofread, and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals, including policies and procedures and equipment manuals; to write routine reports and correspondence; to speak effectively one-one and/or before internal and/or external groups.

PHYSICAL DEMANDS & WORK ENVIRONMENT: The physical demands and the work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job, and must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS:

Office environment with moderate noise levels and constant interruptions.
Occasionally drive a vehicle to conduct work.

PHYSICAL ABILITIES:

Hear and speak to exchange information in person and on the telephone; see to read, prepare and proofread documents and reports and view computer monitors; sit or stand for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneel, bend at the waist, and reaching overhead, above the shoulders, and horizontally to retrieve and store files and supplies; may lift light objects.

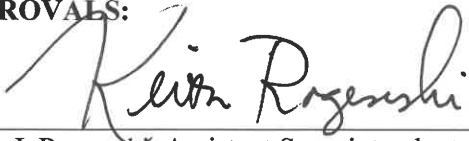
HAZARDS:

None known.

OTHER QUALIFICATIONS:

Must successfully pass the District's pre-employment fingerprinting, TB testing, and mandated training.

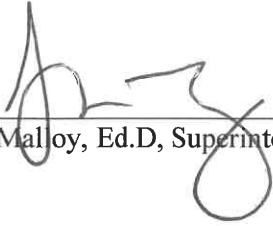
APPROVALS:



Keith J. Rogenski, Assistant Superintendent, Human Resources

3/31/2022

Date



John Malloy, Ed.D, Superintendent

3/31/2022

Date