

SANTA CRUZ COUNTY OFFICE OF EDUCATION

ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT

DEFINITION

Under direction and supervision of the Superintendent of Schools, to perform highly complex, technical and confidential administrative functions, organize and coordinate the activities of the Superintendent's office; serve as an administrative assistant, assuming full responsibility for significant administrative activity and clerical support, coordinate Board of Education materials and activities; attend Board meetings and maintains official records of Board actions.

SUPERVISION EXERCISED

Exercise direct supervision over clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Provide full scope administrative management support for the operations and activities of the Superintendent's Office; perform routine and complex administrative and technical duties and tasks.

Provide administrative and logistical support to the Board of Education by planning, organizing, coordinating, developing and distributing Board agendas and all related materials; keep accurate notes, records, minutes, prepare and distribute final drafts, and distribute materials appropriately.

Develop agenda, coordinate meetings, and manage follow up activities for a variety of groups including Superintendent's Council and management staff.

Serve as Secretary to the Superintendent's Cabinet; maintain control system of directives; provide implementation, communication and follow through on actions taken.

Serve as initial contact/resource person for the Superintendent's Office; screen calls, visitors, and mail; respond to sensitive requests for information and assistance; interpret policies, rules, and regulations in response to inquiries and complaints; resolve concerns and complaints; refer inquiries as appropriate; provide accurate and timely responses on behalf of the Superintendent and Board of Education to inquiries from the public and press.

Collect, compile, and analyze information from various sources on a variety of specialized topics related to programs of the Santa Cruz County Office of Education; write reports which present and interpret data, identify alternatives, and make and justify recommendations.

Prepare routine, complex and technical correspondence, memoranda, reports and manuals from various sources including privileged and highly sensitive and/or confidential material.

Organize the flow of communication through the Superintendent's Office in an efficient and effective manner with Santa Cruz County Office personnel, school district personnel, Board of Education, news media, the general public, and other agencies.

Coordinate board policy development, maintenance and updating in compliance with legal requirements; maintain current and accessible board policy information to all stakeholders.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)

Represent the Superintendent as directed; attend meetings on Superintendent's direction.

Maintain calendar of appointments for the Superintendent; coordinate activities with other Santa Cruz County Office divisions, departments, the public, and outside agencies; coordinate travel and meeting arrangements; prepare for meetings, conferences, and other functions for staff.

Assist in a variety of organizational operations; perform special projects and assignments as requested; serve on councils and committees as assigned.

Assist in the preparation and monitoring of assigned budgets; compile annual budget requests, recommend expenditure requests for designated accounts and monitor approved budget accounts.

Maintain confidentiality of information.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Highly complex office management principles.

Principles of supervision, training, and performance evaluation.

Principles and practices of fiscal, statistical, administrative data collection and report preparation.

Current and progressive office procedures, methods, equipment and tools.

High level English usage, spelling, vocabulary, grammar, and punctuation.

Principles of business correspondence writing.

Practices used in recording minutes and preparation of official governing board documents.

Principles and procedures of record keeping.

High level public relations protocols and techniques.

Pertinent federal, state, and local laws, codes, and regulations including administrative and departmental policies and procedures.

High level computer skills including word processing methods, techniques, programs, spreadsheet and data base applications, research tools, communication and networking tools, etc.

Skill and Ability to:

Perform high-level technology functions.

Type at a speed necessary for successful job performance.

Record meetings and minutes at a speed necessary for clarity and accuracy of final documents.

Learn and independently develop the procedures, functions, and scope of assigned position.

Learn, interpret, and apply pertinent federal, state, and local laws, codes, and regulations including administrative and departmental policies and procedures.

Perform responsible and difficult administrative and executive administrative support work involving the use of independent judgment and personal initiative.

Understand the organization and operation of the Superintendent's Office and the County Office of Education necessary to perform assigned responsibilities and tasks.

Make mathematical calculations quickly and accurately.

Research, compile and record data and information, and prepare summaries and reports.

Plan and organize work to meet schedules and time lines.

Exercise excellent judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education:

Equivalent to the completion of the twelfth grade and college level course work in office practices, management, or business administration.

Experience:

Five years of increasingly responsible administrative/secretarial support experience, which includes decision making responsibilities and exercising of independent judgment. Experience working in a school district or county office of education, and in support of a governing board, commission or council subject to laws governing public agencies, is highly desirable.

SPECIAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Essential duties require the follow physical skills and work environment:

Ability to work in a standard office environment. While performing the duties of this job, the employee is regularly required to stand and to sit for lengthy periods of time, perform keyboarding, speak to individuals in person and on the phone, reach with hands and arms; talk and hear. Frequently required to walk; occasionally may be required to move, carry or lift up to 10 pounds. Specific vision abilities required by this job include close vision and distance vision. Required to drive to off-site locations. Required to work hours outside of regular schedule to accommodate for meetings, events, and activities.

Approval Date: January, 1994.

Revised Date: May 18, 2010