

## **MESA UNION SCHOOL DISTRICT**

### **CLASS TITLE: EXECUTIVE ASSISTANT**

#### **BASIC FUNCTION:**

Under the direction of the Superintendent, perform highly responsible and confidential secretarial and administrative assistant duties to relieve the Superintendent of a variety of administrative details; interpret policies and regulations to officials, staff and the public; plan, coordinate and organize office activities and flow of communications and information for the Superintendent.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Perform highly responsible duties as confidential secretary to the Superintendent, relieving the Superintendent of a variety of secretarial and administrative details; plan, coordinate and organize office activities and flow of communications and information; maintain confidentiality of privileged and sensitive information used to contribute significantly to the development of management positions.

Receive, screen and route telephone calls; greet and assist visitors; refer callers or visitors to appropriate staff members; take and relay messages; respond to requests, complaints and questions from officials, staff and the public, representing the District by phone and written communication; interpret personnel and other District policies, procedures and regulations to officials, staff and the public.

Coordinate and schedule various appointments, interviews and meetings; make travel and facility arrangements; maintain and coordinate the Superintendent's calendar; prepare and disseminate calendar of events.

Participate in a variety of personnel functions including recruitment, classification, certification, compensation and benefits; coordinate the hiring of substitute personnel; prepare and distribute vacancy notices and place advertisements; participate in interview panels; communicate with job applicants and provide information related to employment, payroll and the hiring process; process and evaluate personnel forms and applications.

Compose correspondence independently on a variety of matters including those of a confidential nature; compile and type various letters, forms, reports, contracts, Board agenda items, packets, statistical data, memoranda, bulletins, newsletters, lists and other materials as directed; prepare, format, edit and proofread written materials.

Establish, audit and update personnel files as directed for contract status, years of service, credentials and proper salary placement; review credentials of new and current certificated employees to assure they are current and meet current requirements for renewal; notify personnel of expiring credentials.

Research and compile information for various mandated and requested federal, State and District reports and records related to personnel, student information, attendance, developer fees and other school programs; assure mandated reports are completed and submitted according to established time lines; establish and maintain filing systems.

Attend a variety of meetings; prepare related notices, reports, presentations, packets and agendas; take and transcribe minutes; update records and related documents in response to Board resolutions concerning District policies, procedures and administrative regulations; distribute minutes, updated records, statements, documents and reports to administrative staff and the Board.

Receive, sort and route incoming correspondence; review and determine priority of incoming mail; compose replies independently or from oral direction; prepare notices, packets and informational materials for mailing.

Input student information and a variety of other data into an assigned computer system; maintain automated records; generate various computerized lists and reports; assure accuracy of input and output data.

Operate and maintain a variety of office equipment including a copier, fax machine, typewriter, computer and assigned software; arrange for equipment repairs as needed.

Communicate with other personnel, administrators and outside agencies to coordinate activities, exchange information and resolve issues or concerns.

Participate in payroll processing for classified and certificated personnel; review payroll data for accuracy; assure completion and submission of employee time sheets; assist employees with Workers' Compensation claims.

Prepare and explain employee paperwork, fingerprint information and physical paperwork; follow-up for complete clearance on fingerprints, physical and other pertinent employment information; enroll new personnel in benefits programs and provide related information.

Perform special projects and prepare various forms and reports on behalf of the Superintendent; attend to administrative details on special matters as assigned; develop and implement office procedures to assure complete and timely operations; create office forms which facilitate work flow.

Process meal applications and issue tickets for the meal program in compliance with federal, State and District regulations.

Assure teacher coverage of classrooms; locate substitutes as necessary; greet and assist substitute teachers by providing keys, materials and pertinent information; maintain inventory of site keys.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

District organization, operations, policies and objectives.  
Applicable laws, codes, regulations, policies and procedures.  
Modern office practices, procedures and equipment.  
Record-keeping techniques.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Methods of collecting and organizing data and information.  
Business letter and report writing, editing and proofreading.  
Basic public relations techniques.  
Operation of a computer and assigned software.  
Mathematical computations.

**ABILITY TO:**

Plan, coordinate and organize office activities and flow of communications and information for the Superintendent.  
Perform highly responsible and confidential secretarial and administrative assistant duties to relieve the Superintendent of a variety of administrative details.  
Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.  
Learn practices and procedures related to personnel recruitment, classification, certification, compensation and benefits  
Learn State of California credentialing requirements and processing guidelines.  
Organize complex material and summarize discussions and actions taken in report form.  
Compile and prepare comprehensive reports concerning a broad spectrum of subject matter.  
Compose effective correspondence independently.  
Maintain a variety of complex and confidential files and records.  
Assure efficient and timely completion of office and program projects and activities.  
Understand and resolve issues, complaints or problems.  
Type or input data at 55 words per minute from clear copy.  
Take and transcribe dictation at an acceptable rate of speed.  
Operate a variety of office equipment including a computer and assigned software.  
Establish and maintain cooperative and effective working relationships with others.  
Analyze situations accurately and adopt an effective course of action.  
Plan and organize work.  
Prioritize and schedule work.  
Work independently with little direction.  
Work confidentially with discretion.  
Communicate effectively both orally and in writing.  
Make mathematic calculations with speed and accuracy.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by college-level coursework in business, secretarial science or a related field and four years of increasingly responsible secretarial or administrative assistance experience.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Constant interruptions.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Hearing and speaking to exchange information in person and on the telephone.

Sitting for extended periods of time.

Bending at the waist, kneeling or crouching to file materials.