



MILLBRAE ELEMENTARY SCHOOL DISTRICT
Executive Assistant to the Superintendent
Confidential Salary Schedule, Range 35
12 Months

REQUIREMENTS

- A. Education Required: High School Graduation
Preferred: Two (2) years of advanced education or training, college or university education
- B. Experience Required: Five (5) years of recent, increasingly responsible secretarial and clerical experience responsibility and coordination of office operations in a central office of a school district or higher educational institution involving administrative liaison and public contact duties preferably in the field of public education

Preferred: Bilingual
- C. License or Certifications Required: Possess and maintain a valid California Driver's License

POSITION DESCRIPTION

Under the supervision of the Superintendent, the Executive Assistant serves as the confidential administrative assistant to the Superintendent and Board of Trustees and performs a wide variety of professional level and confidential tasks. The Executive Assistant performs duties that require a high level of initiative and independent decision-making in a broad range of District activities with minimal direction; coordinates the flow of communication between administrators, faculty, staff, students, parents, and the community; works and communicates directly with the Board of Trustees distributing information and material; receives and responds to complaints from parents, students, employees and the community. This position must exercise independent judgment and the application and follow through of administrative decisions; accurately interpret district policies, procedures, standards and requirements and facilitate ongoing maintenance and updates; maintains strict standards of confidentiality regarding all matters of the Superintendent and the Board of Trustees, while demonstrating a solid professional communication style with all constituents including internal team members, Board of Trustees, school sites, and external agencies such as other school districts, public agencies and community organizations.

DUTIES & RESPONSIBILITIES

- A. Manage, organize and complete all clerical work and records management of the Superintendent's office.
- B. Coordinate and organize office and department activities and communications for the Superintendent, maintain the confidentiality of privileged and sensitive information.
- C. Assist in coordinating District events.
- D. Coordinate and assist in gathering appropriate materials/information/back-up required for Board of Trustees meeting agendas; prepare and post board meeting agendas/packets; arrange for the

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distribution of Board meeting agendas/packets to Board members and other relevant constituencies; maintain up-to-date knowledge of public meeting requirements.

- E. Attend all board meetings of the Board of Trustees; take notes of business transacted and prepare minutes for review and editing by the Superintendent; prepare and distribute follow-up summaries of business conducted for staff and community members.
- F. Monitor board meetings to ensure appropriate proceedings.
- G. Maintain up-to-date electronic copies of Governing Board Policies and Administrative Regulations, both locally and on GAMUT.
- H. Develop and maintain important district files and documents, including calendars, organizational charts, meeting calendars, etc.
- I. Maintain and coordinate the Superintendent's calendar of appointments and schedule relevant activities for the Board of Trustees, as directed by the Superintendent; coordinate and arrange special events and appearances for the Superintendent; create, alter, delete, or adjust appointments and meetings with education/community leaders and organizations, Cabinet, staff and the public.
- J. Arrange for the Superintendent's attendance at various functions, conferences and events, make travel and lodging arrangements as needed; organize conference registrations.
- K. Coordinate and organize public relations and related activities for the Superintendent; prepare and provide access to members of the public to documents, files and information as appropriate; represent a positive image of the Superintendent and District through in-person and telephone contacts.
- L. Receive, screen, and route telephone calls to the Superintendent's Office; greet and assist visitors; refer callers and visitors to appropriate staff members; take and relay messages; respond to requests, complaints, and questions from various sources, representing the Superintendent by telephone and in written communication; interpret rules, laws, policies, and regulations as needed and appropriate.
- M. Compose correspondence on a variety of matters, including those of a confidential nature; prepare various letters, forms, reports, contracts, packets, statistical data, memoranda, bulletins, newsletters, notices, flyers, and other materials as directed; prepare, format, edit, proofread, and revise written materials for accuracy.
- N. Receive, sort, and route incoming correspondence including email, incoming mail; compose replies as directed independently or from oral dictation; prepare and send materials for mailing.
- O. Input a wide variety of data into the assigned computer system; maintain automated files and records; create queries and generate various computerized lists and reports; ensure accuracy of data entered; create and maintain other web-based means of communication to the public as directed.
- P. Research and compile a variety of information, including that which is necessary for various Federal, State and local reports and functions.
- Q. Complete specially-assigned projects and prepare a variety of forms and reports on the Superintendent's behalf; attend to details on administrative matters within the Superintendent's areas of responsibility as assigned.
- R. Serve as filing officer for Conflict of Interest Statements, Campaign Statements, etc.; monitor and oversee designated budgets to assure that accounts are accurate and expenditures are within established guidelines and requirements; make adjustments in office/department budget as directed.
- S. Prepare and process requisitions according to established District procedures; order, receive, and maintain inventory of equipment and supplies in accordance with established guidelines.
- T. Communicate effectively with other District Office departments, school sites, staff and outside agencies to exchange information, coordinate activities, and resolve issues or concerns.



- U. Develop and implement procedures and facilitate workflow within the Superintendent's Office to assure efficient and timely completion of work; maintain a neat and attractive office area.
- V. Supervise other office employees and interns when necessary for critical projects,
- W. Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- A. Functions and operations of an executive administrative office.
- B. Methods of organizing and collecting data and information.
- C. Applicable laws, codes, regulations, policies and procedures.
- D. Modern office practices, procedures and equipment.
- E. Effective record-keeping techniques.
- F. Budget monitoring and control practices and procedures.
- G. Business letter and report preparation, editing and proofreading.
- H. Effective and positive public relations techniques.
- I. Effective interpersonal and communication skills.
- J. Correct English usage, grammar, spelling, punctuation, and vocabulary.
- K. Relevant computer and software applications, including Microsoft Office, Excel, Word, Powerpoint, Google applications, the Internet and relevant database programs.

Ability To:

- A. Perform highly responsible and confidential clerical and administrative work accurately and independently.
- B. Work independently, understand and carry out oral and written instructions.
- C. Organize and synthesize complex material, discussions, and directions.
- D. Interpret, apply, and explain laws, codes, rules, policies and procedures
- E. Compile and prepare complex and comprehensive reports on a variety of topics.
- F. Assure efficient, accurate, and timely completion of assigned activities.
- G. Analyze situations accurately and adopt an effective course of action.
- H. Maintain full confidentiality of privileged and confidential subject matter.
- I. Plan, organize, schedule and prioritize work.
- J. Communicate positively, effectively, and tactfully both orally and in writing.
- K. Establish and maintain cooperative and effective working relationships with others.
- L. Utilize relevant District and web-based technology and software programs for completion of tasks.
- M. Work evenings and a flexible schedule.

PHYSICAL DEMANDS

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.



1. Dexterity of hands and fingers to operate a computer keyboard and eye/hand coordination is required as there is much manipulation of small objects with fingers.
2. Auditory range sufficient to hear verbal communications near and far is essential.
3. Vision range near and far is essential. Vision sufficient to read a variety of materials and observe information displayed on computer monitors.
4. Must articulate clearly both in person, by telephone and in writing; understand what is read and heard, possess long and short term memory recall and read and write clearly and appropriately. Speech sufficient to transmit verbal information.
5. Spatial relationships are important.
6. Sitting, standing, walking, bending at waist, lifting and stretching positions for extended periods of time.
7. Bending at the waist, kneeling or crouching to reach materials
8. Upper and lower body strength sufficient to lift, carry, push, pull and transfer materials weighing up to 25 pounds.
9. Reaching overhead, above the shoulders and horizontally.

ENVIRONMENTAL CONDITIONS/HAZARDS

There are no extreme climatic conditions involved and the noise level is moderate. There are no known vibrations, hazards, or atmospheric pollutants present. Indoor office work environment with constant interruptions. Potential for contact with blood borne pathogens and communicable diseases. Potential for contact with dissatisfied or abusive individuals.