



Our Children, Our Schools, Our Future!

Jurupa Unified School District

SENIOR EXECUTIVE ASSISTANT

DEFINITION

Under minimal direction serves as secretary to the Superintendent and as recording secretary to the Board of Education; assists in maintaining communications and rapport between the Superintendent and district staff and the public; coordinates arrangements for various district and professional functions; processes public and parent concerns and complaints; assumes and performs numerous related duties and responsibilities as required. This position reports directly to the Superintendent, and also serves as recording secretary to the Board of Education. Night work is required to record Board meetings. Major responsibilities include facilitating the flow of communications, compiling facts and information, and performing a wide variety of secretarial and administrative activities. The Senior Executive Assistant must be able to deal tactfully and courteously with the public and to discreetly handle matters of a confidential nature.

ESSENTIAL JOB FUNCTIONS

- Organizes the flow of communications, work and activity through the Superintendent's Office in an efficient manner.
- Takes and transcribes dictation, including material of a confidential nature consisting of letters, memoranda, reports, bulletins, minutes and agendas of miscellaneous meetings.
- Supervises and delegates routine work to assisting personnel as necessary.
- Types letters, reports, statistics, and manuscripts accurately, in good form and attractive layout.
- Maintains the Superintendent's calendar of appointments and meetings.
- Assembles and prepares Board agendas including extensive attachments.
- Records and transcribes comprehensive Board minutes and all material related to Board meetings.
- Assists Board members in their various official duties and activities.
- Serves as secretary to the Superintendent's Cabinet.
- Assists staff with numerous official procedures and facilitates communications and rapport with the Superintendent and Board of Education.
- Gathers, types, and assembles confidential materials related to collective bargaining.
- Initiates telephone and other public contacts, and acts as executive receptionist in receiving and screening telephone calls and visitors.
- Processes District level public and parent concerns and complaints.
- Communicates information, instructions, and advice as an agent of the Superintendent.
- Operates standard office machines.

OTHER JOB FUNCTIONS

- Performs other secretarial duties as may be assigned.

SENIOR EXECUTIVE ASSISTANT (continued)

DESIRABLE QUALIFICATIONS

Knowledge of:

- Good knowledge of the principles of public relations, supervision, and communications.
- Practical working knowledge of district policies, regulations and the community.
- Thorough knowledge of English, grammar, spelling, letter composition.

Ability to:

- Take rapid and accurate dictation, and prepare conference and Board of Education minutes.
- Work independently and proactively with little direction.
- Deal effectively with a high volume of multiple and concurrent job demands.
- Prioritize work duties and related tasks.
- Operate standard office equipment properly and efficiently.
- Adapt office procedure to changing needs and requirements.
- Follow oral and written instructions.
- Communicate effectively with administrators, public and other members of the staff.
- Assess and respond to public concerns and complaints.
- Deal with hostile, emotional, or angry persons in an effective manner.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Read and comprehend handwritten or typed documents.
- Periodically attend meetings at night and in addition to the usual workday.
- Make clear and comprehensive reports and keep difficult records.
- Maintain regular attendance.

Skills:

Typing: 65 words per minute

Experience

Five years of varied, progressively responsible, and successful office experience; public school district experience preferred.

Education

Two years of college. Administrative secretarial experience may be substituted for education on a year for year basis.

NOTE: This type of experience and training background is indicative of the kind and level most likely to be successful, and is not meant to be interpreted in an overly literal or restrictive manner in regard to alternative, equivalent backgrounds.

Personal Qualities

The highest level of discretion, tact, judgment, and reportorial accuracy.

Personnel Services

August 2007

Jurupa Unified School District is an equal opportunity agency and does not discriminate against employees, job applicants, students, parents or community on the basis of actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sexual orientation, or any other basis protected by law.