

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Executive Assistant to the Superintendent	REPORTS TO:	Superintendent
DEPARTMENT:	Superintendent's Office	CLASSIFICATION:	Management
FLSA:	Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	July 28, 2010	SALARY:	E-23/Management Salary Schedule

BASIC FUNCTION:

Accountable for improving student achievement through the effective management of an assigned area; coordinate and perform efficient, timely and highly complex advanced-level executive assistant duties requiring independent judgment and analysis; perform substantive and procedural administrative work; effectively manage conflict and challenge; demonstrate excellent organizational skills and attention to detail.

REPRESENTATIVE DUTIES: (Persons employed in this position may perform any combination of the essential functions shown below (E). 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.)

Plan, coordinate and perform efficient, timely and highly complex advanced-level executive assistant duties requiring independent judgment and analysis; perform substantive and procedural administrative work; effectively manage conflict and challenge; demonstrate excellent organizational skills and attention to detail. *E*

Coordinate and plan meetings and conferences in a timely and efficient manner including preparing strategy and plan and contacting participants and presenters. *E*

Prepare accurate and timely reports with analysis, findings, recommendations, and conclusion; handle highly confidential Board, personnel, parent, and community issues as required. *E*

Analyze, interpret, and provide recommendations to the Superintendent concerning District issues, Board policies, administrative regulations, collective bargaining, personnel, and other matters. *E*

Perform highly complex level duties in the management and activities related to the Superintendent's area of responsibilities. *E*

Coordinate the overall management and administrative functions of the Superintendent's office to provide timely delivery of high quality services. *E*

Prepare and store documents using modern office equipment and technology, including computers, scanners, copiers, and electronic storage devices. *E*

Prepare extensive, frequent, detailed, and accurate reports; assemble confidential and sensitive information related to Board, Superintendent and District issues. *E*

Operate a computer to input, output, update, and access a variety of records and information; generate reports, records, lists, and summaries from computer database. *E*

Provide excellent customer service by establishing positive and collaborative relationships with a diverse range of district personnel, Board of Education, representatives from external organizations and others; respond to phone calls, e-mails, letters, and other communications as directed in a manner that reflects positively on the district. *E*

Supervise, train, monitor and coordinate personnel as assigned; evaluate the performance of assigned staff.
E

Promote teamwork by sharing knowledge, cooperating with others, actively participating in meetings and work groups, and supporting the goals and objectives of the district and the Superintendent's office. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree with business management emphasis and seven years of increasingly responsible experience in a high level government or private industry executive/administrative assistant position.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Special Requirements:

Provide personal automobile; will be tested in computer software programs.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Technical aspects of field of specialty.

Operation of a computer terminal and data entry techniques.

Personal computer hardware, including scanners, and related software programs.

Paperless electronic filing systems.

Research methods and report writing techniques.

Current office practices, procedures, and equipment.

Bargaining unit reports, labor relations, and negotiations.

Correct oral and written usage of English, grammar, spelling, punctuation, vocabulary, and composition.

Applicable sections of the State Education Code, other laws, rules, and regulations related to assigned activities.

Interpersonal skills using tact, patience, and courtesy.

Principles and procedures of budgetary and fiscal management.

State and federal funding guidelines.

Accounting and auditing principles, practices, and procedures.

Accurate record, financial and statistical recordkeeping techniques.

Preparation of comprehensive budgetary and other reports, as well as knowledge of pertinent software.

Principles and practices of supervising, training, and providing work direction.

District organization, operations, policies, procedures, objectives and goals.

ABILITY TO:

Plan, coordinate and perform highly complex, advanced-level legal duties.

Understand and analyze factual and legal issues.

Research, analyze, compile, and verify data, and prepare reports.

Handle multiple tasks, work under pressure, and work with priorities/deadlines subject to frequent change.

Exercise analytical and independent judgment.

Prepare bargaining unit reports, and assemble confidential and sensitive information related to labor relations and negotiations.

Analyze situations accurately, and adopt an effective course of action.

Work confidentially with discretion and many interruptions.

Establish and maintain cooperative and effective working relationships with others a diverse range of people.

Compose correspondence and written materials independently.

Learn new or updated computer systems/programs to apply to current work.

Plan and organize work to meet schedules and timelines.
Read, interpret, apply, and ensure compliance with applicable rules, regulations, policies and procedures
Supervise and evaluate the performance of assigned staff.
Design an effective system of reporting progress and monitoring results.
Think outside the box and develop new methods or solutions inspiring others to reach a common goal.
Communicate, understand, and follow both oral and written directions effectively.
Focus and appropriately allocate resources toward identified goals.
Negotiate skillfully in difficult situations and create solutions to promote compromise.
Demonstrate high energy, potential and commitment to meet goals.
Communicate using patience and courtesy in a manner that reflects positively on the organizational unit.
Actively participate in meeting District goals and outcomes
Apply integrity and trust in all situations.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; drive a vehicle to conduct work; occasional contact with dissatisfied individuals; constant interruptions.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, sitting for extended periods of time; dexterity to operate a computer; and other office equipment; reaching overhead, above the shoulders and horizontally, bending at the waist, and kneeling or crouching to retrieve files from cabinets and shelves; hearing and speaking to exchange information in person or on the telephone; seeing to read various documents related to assigned duties; lifting heavy books and case files.

NOTE: This job class has been designated Confidential by the Board of Education in accordance with the Rodda Act.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E=Essential Functions