



## EXECUTIVE ASSISTANT TO THE SUPERINTENDENT

Department/Division:	Superintendent
Reports To:	Superintendent
Provides Direction To:	NA
FLSA Exemption Status:	Exempt
Date Prepared:	May 12, 2016
Date Adopted by Board:	June 1, 2016
Salary Range:	Confidential

### MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

#### **DEFINITION**

Under general direction, to perform responsible administrative staff work and executive secretarial duties for the Superintendent and Board; to plan and organize office activities and work flow and coordinate communication for the office of the Superintendent; to apply knowledge of District policies, rules, regulations, procedures, programs, and organization to specific situations and issues; to work with the Superintendent and the Board to plan, develop, publish, and post all Board agendas, attend all board meetings, and provide minutes for Board meetings; work directly with the Superintendent to plan, organize, control, and direct a highly visible and proactive program of public relations and communications extending to the District's employee, parents and community; create and review all venues of media to inform all public entities on all matters as directed; and perform other duties as assigned.

#### **DISTINGUISHING CHARACTERISTICS**

Positions in this class are designed confidential under the provisions of the Educational Employee Relations Act (EERA). A "confidential employee," as defined by the EERA, includes those who, in the regular course of their duties, have "access to, or possess information relating to," employer-employee relations, including labor negotiations and grievances. Incumbents are assigned to participate in the employer's labor relations activities by compiling data, taking notes of meetings and performing administrative support work which requires access to employer's position on labor relations matters. Incumbents are required to maintain the strict confidentiality of information related to the district's employer/employee relations' activities.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Organize and manage the office of the Superintendent and Board of Trustees, assuring efficiency and quality of the office operations; coordinate communications; relieve the Superintendent of administrative detail. Plan, organize, develop, implement and improve processes to complete assigned projects and on-going operations of the office.
- Coordinate and distribute information to District administrators, employees, the public and the media regarding the District's programs, policies, events, efforts and related District information (includes District master calendar, parent notification handbook, etc.).
- Provide for contacts and immediate responsiveness to emergencies at all times including receiving and assessing information, cooperating with news media, law enforcement, and others, and informing appropriate District personnel.
- Receive and monitor responses to all Public Records Act requests in a timely manner.
- Review Board agenda items submitted by division offices and schools for accuracy, completeness, and conformity; meet with the Superintendent and Board President to plan the Board agenda; prepare Board agenda for regular and special meetings and workshops; prepare and assemble Board reports; review Board reports submitted by staff for accuracy and conformity with standards; communicate with staff to obtain Board materials and to arrange for accuracy and conformity with standards; communicate with staff to obtain Board materials and to arrange for corrections; assemble and review final Board agendas and reports for completeness; direct the duplication and distribution of Board materials.
- Set up Board Room for meetings; arrange for food and refreshments for meetings.
- Take and transcribe dictation (notes or keyboard) of letters, reports, bulletins, and memoranda, including material of a confidential nature. Compose and keyboard from notes, rough drafts, verbal instruction, and machine transcription, minutes of meetings, letters, reports, bulletins, and memoranda, including material of a confidential nature.
- Assign, schedule, monitor, train, check, correct, and supervise the work of assigned staff; participate in the selection of staff; make oral and written directives; prepare periodic and special performance reviews; counsel staff regarding performance; recommend recognition and discipline; enforce, apply policies and regulatory requirements controlling the work of the office.
- Monitor budget; prepare and maintain an up-to-date log of budget expenditures and account balances for the assigned programs; initiate purchase order requisitions.
- Collect statistical data and backup material and consolidate preparation of statistical, financial, and administrative reports; complete survey forms.
- Interview callers in person and on the telephone. Receive complex and technical verbal messages and reports from attorneys, consultants, auditors, and others to be provided to the Superintendent in written summary or orally. Serve as a liaison between the Superintendent and members of the Board, governmental officials, attorneys, media, staff, and others. Determine the urgency and priority of messages and requests for meetings and telephone contact with the Superintendent. Maintain calendar of the Superintendent, use initiative and discretion, and problem solving in scheduling and rearranging appointments and establishing complex meeting and appointment schedules requiring contacts within and outside the District. Screen and refer callers to other individuals, as appropriate.
- Plan and coordinate with other departments, schools and outside organizations special meetings and events for the Superintendent and Board members. Make conference registration, travel, and hotel arrangements for the Superintendent, Board members, and others, as assigned.
- Provide information to Board members, administrators, other employees, students, parents and the public as necessary; explain State and Federal laws and guidelines, policies, programs, rules, and procedures. Distribute forms and regulations, and serve as filing officer for Economic Disclosure forms. Advise on and monitor compliance with Brown Act.

- Maintain an understanding of the programs and functions of the Superintendent's office and their relation to the District operations. Participate in meetings related to assigned projects and functions and attend meetings on behalf of the Superintendent.
- Maintain complex and confidential files and records, such as records of Board meetings and actions. Maintain a variety of confidential, privileged, and sensitive information, files, and records.
- Originate and independently prepare material for distribution and/or the approval of the Superintendent, such as correspondence, Board reports, minutes of meetings, Board agenda items, resolutions, and annual meeting calendars.
- Work with and on behalf of the Superintendent, or designee, to help provide information to all levels of media, such as broadcasting, social media, recording, etc.; arrange interviews and conferences for representatives of newspapers and other media for public information.
- Maintain a professional relationship with newspapers and other media representatives.
- Help to develop and prepare all correspondence to public media that may include press releases, executive summaries, reports, highlight articles, and related materials.
- Participate in social media communication sites to communicate and ensure appropriate use of media.
- Assist school site and District office administrators in the development of effective communication mechanisms such as brochures, newsletters, websites, and other forms of written and on-line materials.
- Arrange for reproduction of printing and distribution of public relations materials within prescribed timelines.
- Act as a liaison between site and/or District administrators in gathering and sharing factual information with the media and public-at-large.
- Manage District website, as needed, to highlight District activities and supervise District Webmaster.
- Open, sort, and route mail.
- Order, receive, inventory, store, and distribute office supplies and forms.
- Operate a variety of modern office machines and equipment, such as computer, printer, LCD projector, voice enhancement system, video recording system, electronic typewriter, fax machine, and photocopier.
- Organize and compile reports that require use of independent judgement.
- Enter information to computer using advanced functions of word processing, graphics, desktop publishing and spreadsheet software; interpret data processing information; may develop macros and automated systems for information handling.
- Perform other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Basic principles and practices of administration, supervision, and training
- Web page development, use, and maintenance
- Current web, multimedia, and social media trends. Microsoft Office and/or Mac OS X applications
- School district organization, operations, policies, and objectives
- Applicable sections of the State Education Codes, the Brown Act, laws related to freedom of the press and free access to public information, and other applicable laws
- Modern office practices, procedures, and equipment

- Advanced telephone techniques and customer relations principles and practices
- Advanced records management practices
- Budget administration
- Correct English usage, grammar, spelling, punctuation, and vocabulary at an advanced level; oral and written communication skills in English.
- Business mathematics
- Advanced computer operations, *including* remote terminal and microcomputer operations, word processing, spreadsheets, presentation software, social media, video editing and publishing, survey software, and graphic art for newsletters.
- Interpersonal skills using tact, patience and courtesy, including human relations skills, conflict resolution strategies and procedures, and team building methods and techniques.

**Ability to:**

- Perform all essential duties of the position with general supervision
- Maintain communication on the Internet via web pages
- Plan, organize, and schedule the flow of work through and within an executive office to meet established standards of quality and recurring deadlines
- Collect statistical data and backup material for agenda items
- Take official minutes of public meetings of elected officials, management meetings and business conferences
- Organize complex material and summarize in report form for discussion and/or action
- Train, schedule and supervise clerical and secretarial assistants as assigned
- Work with a high level of independence of action, exercising good judgment in recognizing scope of authority
- Keyboard at 65 words per minute net from clear copy
- Analyze problems accurately and adopt an effective course of action
- Take dictation (shorthand or keyboard) at 90 words per minute and transcribe accurately
- Compose independently or from oral instructions, letters memos, bulletins, or other material
- Operate a variety of modern office machines and equipment, such as computer, printer, LCD projector, voice enhancement system, audio and video recording systems, electronic typewriter, adding machine, calculator, fax machine, and photocopier, and use a variety of computer software packages, including word processing, spreadsheets, presentation software, and other programs and applications
- Read and follow rules, regulations, policies and procedures
- Make arrangements for meetings, workshops, and conferences
- Maintain complex record keeping systems and prepare reports
- Maintain in a variety of filing systems
- Complete mathematical calculations with speed and accuracy
- Work confidentially with discretion
- Communicate effectively both orally and in writing in English; writing skills to develop professional correspondence.
- Type from transcribing equipment
- Understand and carry out oral and written instructions
- Establish and maintain an effective working relationship with those contacted in the course of work

## **EDUCATION, TRAINING, AND EXPERIENCE**

Any combination of training, education and experience that demonstrates possession of the knowledge and abilities of the position and the ability to perform the duties of the position. Minimum of two (2) years of administrative secretarial experience involving extensive use of office automation, including computer skills and knowledge of software programs, at an advanced level and the independent performance of routine administrative staff work, and completion of an Associate of Arts degree or certificate in business administration, secretarial science, or a field related to the duties of the position, or experience at or equivalent to the level of Administrative Secretary in the Manhattan Beach Unified School District from which the candidate has gained the skills, knowledge, and abilities stated above.

## **LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS**

Possession of a valid California Class C Driver's license and the ability to maintain insurability under the District's vehicle insurance policy.

## **PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Physical Demands**

While performing the duties of this class, the employee is regularly required to sit for extended periods of time; hear and speak to exchange information in a proficient manner, in person and by telephone; use hands and fingers to touch, handle, feel, grasp or operate standard office equipment including technology; and reach overhead, above the shoulders and horizontally. The employee may frequently be required to stand and walk, bend, stoop, and kneel. The employee must occasionally grasp, lift and move records and documents typically weighing as much as 20 pounds or more. The employee must be able to operate a motor vehicle and drive from place to place.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The employee must have hand-eye coordination, and be able to read printed material and computer or other technology screens.

### **Mental Demands**

While performing the duties of this position, the employee may be regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; use math and mathematical reasoning; perform highly detailed work; work on multiple and concurrent tasks; work with frequent interruptions; work under intensive deadlines; interact with District and program personnel, school administrators, managers, staff, vendors, the public, and others encountered in the course of work; demonstrate judgment and professionalism when interacting with supervisors, co-workers, staff, students and others encountered in the course of work; establish and maintain cooperative relationships throughout the work environment; learn

quickly and follow verbal procedures and standards to accomplish assigned duties and to apply new skills. The employee must be able to work independently and follow a schedule. The employee may deal with dissatisfied or quarrelsome individuals, including District employees, students and parents. Some stress may be encountered while performing the duties of this position.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

The employee will work under typical office conditions with a usually quiet or moderately quiet noise level. The employee frequently drives to District sites, training facilities, community meetings and other locations as needed. The employee is subject to constant interruptions.

### **OTHER CONDITIONS OF CONTINUED EMPLOYMENT**

Participate in employer mandated training and re-training programs.