



## Pacifica School District Executive Assistant Position Description

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**TITLE:** Executive Assistant

**REPORTS TO:** Superintendent

**CLASSIFICATION:** Confidential

**WORK YEAR:** 12 month employee

**SALARY:** Confidential Salary Schedule  
Range 17

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### **Basic Function:**

Under direction, to serve as secretary/assistant to the Superintendent; to perform highly complex and responsible secretarial work of a confidential nature, and to perform related work as required.

### **Essential Functions:**

The incumbent in this one-position classification performs high-level secretarial duties and tasks requiring the exercise of independent judgment as a confidential employee to the Superintendent under the terms described in Government Code Section 3540.1.

### **Duties and Responsibilities:**

Prepares legal notices of all sessions of the Board of Education, in accordance with Brown Act regulations

Lead organizer and facilitator for all Board meetings: Includes activities such as performing various secretarial and administrative support duties for the Board, including coordination and preparation of agenda and supporting materials with departments and presenters; Meeting set-up; Attendance; Preparation of minutes following Board meetings; Maintenance of official Board meeting files

Assists Cabinet to update and maintain Board Policies and Administrative Regulations as directed by the Board

Serves as the Superintendent's and Board of Trustees' liaison: Duties include receiving visitors and telephone calls for the Superintendent or Board of Trustees; Responding to requests, complaints and questions from officials, staff and the public by phone and in written communications; Communicating with a variety of District personnel, outside agencies and the public to exchange information, resolve issues or concerns and coordinate activities

Oversees District Office procedures: Duties include check-ins with other District Office support staff and offer assistance when needed; Schedules and leads periodic District Office staff meetings

Schedules and coordinates various appointments, events and meetings for the Superintendent and Board of Trustees: Includes making travel arrangements; Registration; Informing participants

Coordinates meetings scheduled through the Superintendent's Office including Board appointed committees, if applicable: Development of agendas; Invitations; Meeting set-up; Filing of meeting information

Oversees direct services from the Superintendent's Office: Public Records Act Requests and maintains those files; Editor for the District; Staff ID Badges; Conflict of Interest Code, and Form 700 responsibilities

Maintains a variety of records, lists, files and records including confidential materials; Assures confidentiality of information and records

Composes correspondence independently on a variety of matters: Compiles and types letters, memos, bulletins, lists and other materials as directed; Reviews and checks documents for completeness and accuracy and conformance with applicable rules, regulations and requirements

Performs other related duties as assigned

**Qualifications:**

Knowledge of:

- Basic School District functions, policies, rules and regulations
- Office procedures and equipment, including filing systems, people skills, phone etiquette, letter and report writing, operation of computer, word processing, spread sheets and desk top publishing
- English usage, spelling, grammar and punctuation

Ability to:

- Learn, interpret and apply School District policies, laws and regulations
- Take responsibility and use good judgment in recognizing scope of authority
- Gather information and compose correspondence independently
- Take notes at meetings and conferences and transcribe into clear and concise reports
- Establish and maintain cooperative relationships with administrators, teachers, Classified employees and the general public
- Effect and maintain a pleasant, efficient and professional office atmosphere
- Understand and carry out complex oral and written instructions
- Demonstrate proficiency in word processing, spreadsheets and desktop publishing
- Speak, read and understand the English language sufficiently to successfully receive/provide information to/from students, the public, co-workers, supervisors, etc.
- Work under pressure to complete a variety of written reports within specific timelines
- Be proficient in computer usage, word processing and spreadsheet programs
- Be proficient in the use of office equipment including printers, copiers, calculators
- Work with difficult people and in difficult situations
- Maintain a high level of confidentiality
- Perform all other duties as assigned

**Physical Requirements:**

- Ability to sit at a table or desk or stand for extended periods of time
- Bending at the waist, kneeling or crouching to reach materials
- Use lower body mobility to stand, walk, stoop, and bend to perform tasks such as lifting equipment from floor to other locations
- Ability to move quickly

**Education, Licenses And Other Requirements:**

A combination of education, experience, and/or training equivalent to an AA degree in business, communications, secretarial science, management, or organizational leadership

A minimum of five (5) years providing executive level administrative support to a leader of a public or private organization

Public school district experience is desirable, but not required

Possession of a valid California Driver's License

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

Revisions Approved by Board:

Pending Approval by the Board:

Approved by the Board: