



Orange County Department of Education
Human Resources Department
Confidential Class Specification

Class Code: 5090
Date Adopted: July 1, 2008

FLSA Status: Nonexempt
Union Representation: Unrepresented

SENIOR EXECUTIVE ASSISTANT ASSOCIATE SUPERINTENDENT'S OFFICE

GENERAL PURPOSE

Under general direction, serves as primary assistant to the Associate Superintendent and performs a wide variety of complex, sensitive, and confidential administrative support functions; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Senior Executive Assistant to the Associate Superintendent's Office is responsible for planning, coordinating, overseeing, and carrying out administrative functions and activities for the Associate Superintendent to ensure a smoothly operating office. Incumbents perform complex, diverse, and confidential duties in support of the Associate Superintendent in their interactions with State Department of Education officials, other County school districts, business and community organizations, interest groups, parents, other governmental officials, administrators, employee organizations, and the public.

Senior Executive Assistant to the Associate Superintendent's Office is distinguished from Senior Executive Assistant in that incumbents in the former class provide administrative and secretarial support to the Associate Superintendent. This support involves dealing with sensitive, confidential, and complex issues of Department of Education-wide impact and requires a thorough knowledge of OCDE policies and practices.

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 this class.

1. Provides confidential and complex secretarial and administrative support to the Associate Superintendent; assists in handling a variety of highly sensitive issues with some requiring immediate attention.
2. Types and/or drafts memoranda, correspondence, documents, and reports often of a highly sensitive and confidential nature; ensures materials and reports for signature are accurate and complete; proofreads and checks typed and other materials for accuracy, completeness, and compliance with OCDE standards, policies, and procedures; provides and initiates e-mail correspondence for the Associate Superintendent; creates, organizes, and maintains specialized, confidential, and other office files or filing systems; oversees maintenance of records in compliance with OCDE policies and procedures and State requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)

3. Serves as primary assistant to the Associate Superintendent and acts as liaison in coordinating matters between Superintendent's office, OCDE administrators, managers, principals, staff, parents, State Department of Education officials, local school districts, the media, and other external stakeholders on a wide variety of inquiries, complaints, and issues, many of which may be of a complex, sensitive, confidential, or urgent nature requiring the use of sound independent judgment and discretion.
4. Receives, greets, and/or screens visitors and telephone calls to the Associate Superintendent's Office; researches, analyzes, interprets, and provides information on OCDE policies and procedures within areas of responsibility; refers issues to appropriate staff or takes or recommends action to resolve the issue; follows up to ensure that needed action is taken.
5. Sets up and maintains Associate Superintendent's calendar; coordinates, arranges, and confirms meetings; screens requests for appointments; makes and confirms Associate Superintendent travel arrangements; submits conference registration; arranges hotel and flight reservations; develops and completes itineraries, travel forms, reimbursement requests, and other related documentation.

OTHER DUTIES

1. Represents OCDE and Associate Superintendent at organization or community meetings and functions.
2. Participates in programs and activities that promote a positive employee relations work environment and customer service-oriented environment which supports achieving OCDE objectives and service expectations.
3. Serves on assigned OCDE committees.
4. Manages special projects.
5. Provides back up for other administrative support staff within the Deputy Superintendents office.

QUALIFICATIONS

Knowledge of:

1. Advanced office administrative and management practices and procedures.
2. Principles and practices of sound business communication and correct English usage, including spelling, grammar, and punctuation.
3. OCDE organization, rules, policies, administrative regulations, procedures, and provisions of the Education Code applicable to areas of assigned responsibility.
4. Basic principles and practices of public administration, including purchasing and maintenance of public records.
5. Advanced uses of word processing, spreadsheet, database, and other standard software to create complex documents and materials requiring the interpretation and manipulation of data.
6. Research techniques, methods, and procedures.
7. OCDE human resources policies and labor contract provisions.

Ability to:

1. Plan, organize, and carry out daily activities and administrative functions of the Associate Superintendent's Office in a sensitive and highly visible political and organizational environment requiring management of multiple and changing priorities.
2. Organize, set priorities, and exercise sound independent judgment within areas of responsibility.
3. Interpret, apply, explain, and reach sound decisions in accordance with laws, regulations, rules, and policies.
4. Plan and make event arrangements, including facilities locations, food/refreshments, audiovisual equipment set up, and materials for distribution with high attention to detail.
5. Type accurately at 50 WPM.
6. Operate a computer and word processing software and other standard office equipment.
7. Manage multiple and rapidly changing priorities calmly and efficiently.
8. Organize, research, and maintain complex and confidential office files.
9. Compose correspondence, prepare presentations, talking points, and other documents and make arrangements from brief instructions.
10. Communicate clearly and effectively, both orally and in writing.
11. Prepare clear, accurate, and concise records and reports.
12. Maintain highly sensitive and confidential information.
13. Deal with sensitive and difficult situations.
14. Establish and maintain highly effective working relationships with OCDE Board of Education, administrators, superintendents and officials of other County school districts, staff, faculty, business and community leaders, other elected officials, parents, the public, and others encountered in the course of work.
15. Demonstrate attendance sufficient to complete the duties of the position as required.

Education, Training, and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is graduation from high school or G.E.D. equivalent; an Associate's degree in business management, communications, or a related field; and at least seven years of increasingly responsible office administrative or secretarial experience, at least two of which were in a lead capacity; or an equivalent combination of training.

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 job, employees are regularly required to sit, walk, and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel, or operate computers and standard office equipment; reach with hands and arms from the waist to at or above shoulder level; bend, stoop, push, pull, grasp, squat, kneel, and twist to open file cabinet drawers, and lift up to 25 pounds from ground, waist, and chest level. Travel over uneven terrain that may include gravel or dirt, carry materials on stairs; some locations may have stairs and will not have elevators.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret complex and technical data, information, and documents; analyze and solve complex and urgent problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions, and/or work under intensive deadlines; and interact with OCDE Board of Education, administrators, superintendents, and officials of other County school districts, staff, faculty, business and community leaders, parents, students, and others encountered in the course of work.

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 functions. The employee works under typical office conditions, and the noise level is usually quiet.