



CLASSIFIED JOB VACANCY
EXECUTIVE ASSISTANT
(Supports the Superintendent)

Application Deadline:	April 6, 2023
Hiring Salary Range:	\$5,603.86 - \$5,782.40 Monthly (\$2,500 Recruitment and Retention Incentive)
Work Hours:	40 hours per week (7:30 a.m. to 4:30 p.m.)
Length of Work Year:	12 months
Location:	Coastline ROP, Costa Mesa

GENERAL DESCRIPTION

Perform highly responsible and confidential secretarial and administrative assistant duties to support the office of Coastline ROP's Superintendent; record agenda minutes and distribute documents as necessary; interpret policies and regulations to officials, staff, and the public; plan, coordinate and organize office activities, public relations and flow of communications and information; prepare materials, reports, Board packages, and correspondences for various meetings.

Duties and Responsibilities:

- Perform highly responsible duties as the primary and confidential assistant to the Superintendent, relieving the Superintendent of a variety of secretarial and administrative details; plan, coordinate, and organize office and department activities and flow of communications for the Superintendent; maintain confidentiality of privileged and sensitive information.
- Record agenda minutes; distribute agenda minutes to the Board of Trustees for review; gather data, information, and materials and prepare Board packages; prepare and submit electronic agendas for Board meetings.
- Receive, screen, and route telephone calls; greet and assist visitors; refer callers or visitors to appropriate staff members; take and relay messages; respond to requests, complaints, and questions from officials, staff, and the public, representing the Superintendent by phone and written communication; interpret policies and regulations to officials, staff and the public.
- Compose correspondence independently on a variety of matters including those of a confidential nature; compile and type various letters, forms, ROP Board and other reports, contracts, agreements, packets, statistical data, memoranda, bulletins, newsletters, notices, vouchers, lists, fliers, and other materials as directed; prepare, format, edit, proofread and revise written materials.
- Coordinate and organize public relations and related activities for the Superintendent; prepare and ensure access to a variety of documents, files, and other paperwork for the public; represent the Superintendent at special events as assigned; communicate with a variety of agencies and members of the community to enhance public relations; assist in composing speeches and public presentations.
- Coordinate, set up, and schedule various appointments and meetings; make travel arrangements; reserve facilities; prepare and ensure proper completion of reimbursement forms; maintain and coordinate the Superintendent's calendar; prepare and disseminate calendar of events; coordinate and arrange special events and activities for the Superintendent.

- Provide assistance to the Board of Trustees as assigned by the position, including composition, editing, maintenance, and research of Board policy; research and answer questions concerning policy and law; coordinate Board requests and activities including conference travel and school site visitations; advise Board members concerning individual school and organizational calendars.
- Receive, sort, and route incoming correspondence; review and determine the priority of incoming mail; compose replies independently or from oral direction; maintains files on legislation, administration, and ROP issues; prepare notices, packets, and informational materials for mailing.
- Attend a variety of meetings and compile related notices, reports, and agendas; record and transcribe minutes; update records and related documents in response to Board resolutions concerning organizational policies, procedures, and administrative regulations; distribute minutes, updated records, documents, and reports to administrative staff.
- Research and compile a variety of information; process and evaluate a variety of forms and applications related to assigned functions; duplicate materials as necessary.
- Input a wide variety of data into an assigned computer system; maintain automated files and records; create queries and generate a variety of computerized lists and reports; ensure timely distribution and receipt of a variety of records and reports; ensure accuracy of input and output data.
- Prepare and maintain a variety of complex lists and records related to personnel, financial activity, and assigned duties, including those of a confidential nature; establish and maintain filing systems.
- Perform special projects and prepare various forms and reports on behalf of the Superintendent and Human Resources Administrator; attend to administrative details on special matters as assigned; perform varied duties related to the Superintendent's area of responsibility and assigned programs.
- Operate and maintain a variety of office equipment including a calculator, copier, fax machine, postage machine, computer, and assigned software; arrange for equipment repairs as needed.
- Communicate with other departments, administrators, and outside agencies to coordinate activities, exchange information and resolve issues or concerns.
- Prepare, type, and process requisitions according to established guidelines; order, receive and maintain inventory of supplies and equipment in accordance with established guidelines.
- Maintain and distribute facility keys.
- Develop and implement office procedures to ensure complete and timely operations; create office forms that facilitate workflow.

QUALIFICATION GUIDELINES

Knowledge of:

- Functions and secretarial operations of an administrative office.
- Organizational operations, policies, and objectives.
- Applicable laws, codes, regulations, policies, and procedures.
- Modern office practices, procedures, and equipment.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Budgeting practices regarding monitoring and control.
- Methods of collecting and organizing data and information.
- Business letter and report writing, editing, and proofreading.
- Public relations techniques.

- Operation of a computer and assigned software.
- Principles of training and providing work direction.

Ability to:

- Perform highly responsible and confidential secretarial and administrative assistant duties to relieve the Superintendent of a variety of administrative details.
- Interpret, apply, and explain laws, codes, rules, regulations, policies, and procedures.
- Plan, coordinate and organize office activities, public relations, and flow of communications and information for the Superintendent.
- Organize complex material and summarize discussions and actions taken in report form.
- Compile and prepare comprehensive reports concerning a broad spectrum of subject matter.
- Compose effective correspondence independently.
- Maintain a variety of complex and confidential files and records.
- Ensure efficient and timely completion of office and program projects and activities.
- Understand and resolve issues, complaints, or problems.
- Type or input data at an acceptable rate of speed.
- Take and transcribe dictation at an acceptable rate of speed.
- Operate a variety of office equipment including a computer and assigned software.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Plan and organize work.
- Meet schedules and timelines.
- Prioritize and schedule work.
- Work independently with little direction.
- Communicate effectively both orally and in writing.
- Train and provide work direction and guidance to assigned personnel.

Education and Experience:

Required: Graduation from high school. College-level coursework in public administration, business administration, or a related field is preferred.

Experience: Five years of increasingly responsible administrative assistant experience preferably in the field of public education and/or work in a closely related field.

Other Requirements:

Licenses: Valid California Class C Driver's License.

PHYSICAL ELEMENTS AND WORKING CONDITIONS

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

- Hearing and speaking to exchange information in person or on the telephone.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Bending the waist, kneeling or crouching to file materials.

WORKING CONDITIONS:

- Office environment.
- Constant interruptions.