

JOB DESCRIPTION

JOB TITLE: Executive Assistant

Report Identification Code: edaexc

Job Purpose Statement: The job of "Executive Assistant" is done for the purpose of providing advanced executive level support to the Superintendent, the Board of Directors, school site administrative and clerical staff, and other district staff; communicating information regarding department/district functions, procedures, policies, and applicable regulations to board members, the media, staff, the public, other districts and/or local, state or federal agencies; ensuring compliance with financial, legal and administrative requirements of assigned functions; and providing information and/or direction as may be requested.

Essential Job Functions:

- * **Administers** assigned programs and projects for the purpose of meeting district, state and/or federal guidelines and regulations.
- * **Attends** meetings and/or trainings as requested and/or needed for the purpose of gathering, recording, and/or conveying information required to perform job functions.
- * **Composes** documents and leverages multi-media platforms for the purpose of communicating information to board members, district staff, the media, the public, and local, state and/or federal agency personnel.
- * **Evaluates** situations involving board members, administrators, district staff, parents, and the public for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- * **Maintains** records, files, and/or accounts for the purpose of providing an up-to-date reference and ensuring availability of accurate information and audit trail for compliance.
- * **Monitors** and/or coordinates assigned activities and program components for the purpose of ensuring compliance with district, state and federal policies and requirements.
- * **Prepares** written documentation for the purpose of providing written support, accountability and conveying information.
- * **Processes** documents and materials for the purpose of disseminating information to appropriate parties.
- * **Provides** direction and support to office staff for the purpose of ensuring effective communication and efficiency of staff in the completion of work requirements.
- * **Reconciles** budget accounts as assigned for the purpose of maintaining accurate balances, ensuring payment, and complying with accounting practices.
- * **Responds** to inquires/requests of board members, administrators, school site administrative and secretarial staff, other district staff, the media, and the public for the purpose of providing information and/or appropriate action or direction as may be required.

Other Job Functions:

- * **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements - Qualifications:

- * **Experience Required:** Job-related experience with increasing levels of responsibility; at least five (5) or more years' of job related experience in a high level or executive administrative support position or an equivalent combination of training and experience preferred.

* **Skills, Knowledge and/or Abilities Required:**

Skills to: operate standard office equipment including pertinent software applications and media platforms; use English in both written and verbal form to communicate effectively with board members, staff, the media, the public, and local, state, and/or federal agency personnel; perform basic arithmetic calculations and accounting procedures; establish and maintain accurate and detailed records; provide direction to others; make judgments based on common sense; plan and manage multiple projects; perform tasks in an environment with interruptions; use correct spelling, grammar and punctuation; and prepare clear and accurate reports.

Knowledge of: regulations, policies, codes and/or laws related to assigned administrative area; basic budgeting, financial and statistical record keeping; modern office methods; and problem-solving methodology.

Abilities to: understand and carry out oral and written instructions; interact with persons of different age groups and cultural/educational backgrounds; read/interpret/apply pertinent codes, policies, regulations and/or laws; adhere to safe work practices; work cooperatively with others; utilize tact and diplomacy in difficult and stressful situations; adjust to flexible work assignments; be proactive and self-directed; work effectively and independently; work under time constraints; maintain confidentiality of applicable records and information; work accurately, with attention to detail and with minimal supervision; meet deadlines and schedules; and think logically.

Significant physical abilities include sitting for prolonged periods, reaching/handling/fingering/feeling, talking/hearing conversations and other sounds, near/far visual acuity/visual accommodation.

* **Education Required:** High school diploma or equivalent. Some college level coursework in a related area (i.e., business, communication, education, etc.) preferred.

* **Licenses, Certifications, Bonding, and/or Testing Required:** Fingerprint/criminal justice clearance