

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

11/21	EXECUTIVE ASSISTANT 1 (EXECUTIVE ADMINISTRATION & SCHOOL BOARD)	C4.16
Effective Date	Job Title	Index

DEFINITION

To provide responsible confidential administrative duties for the Chief Operations Office which is part of the Executive Administration. Executive Administration includes the Offices of Superintendent, Assistant Superintendent, Director of Strategic Initiatives, Chief Operations Officer, and School Board.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from an assigned supervisor and may receive functional and technical supervision from higher level office support staff. Methods of performing tasks are the responsibility of the employee so long as they are performed within established policies and procedures. Work is reviewed periodically to assure conformance with standards and to measure results.

EXAMPLES OF DUTIES - May include, but are not limited to, the following:

Coordinates the day to day calendar and work flow of the Chief Operations Officer.

Coordinates the Budget Committee Procedures under the direction of the Director of Fiscal Services.

Prepares board reports, budget committee reports and the presentation of necessary fiscal information for collective bargaining.

Responds to emails, letters and complaints under the direction of the Chief Operations Officer.

Compiles and summarizes data sets, as related to monitoring the District Strategic Plan, as directed by the Chief Operations Officer or member of Executive Administration.

Provides support and is the back up for the Executive Assistant in both human resources and the board.

Maintains confidential legal billing records, creating summaries, breakdowns and spreadsheets for presentation to supervisors. May be asked to process payment of billings, keeping backup information in confidential files.

Monitors the annual budget for Executive Administration and the School Board office. Maintains all fiscal records for Executive Administration. Reconciles fiscal charges and balances with expenditure reports. Creates spreadsheets and reports of fiscal information as required.

Provides secretarial support for Collective Bargaining Processes: schedules and organizes meetings; maintains a variety of files including those containing confidential and sensitive material; takes notes and follows up on specific items, under the supervision of HR director or other executive directors.

Develops procedures for maintaining official and permanent records for all activities relates to the work of the Chief Operations Officer including land purchases, boundary changes, and documents requiring a long-term archive.

Organizes and coordinates conferences, workshops, meetings, and other travel arrangements as necessary for the Chief Operations Officer, School Board, Superintendent, and/or Executive Cabinet.

Proofreads and edits a variety of materials from Chief Operations Officer or other members of Executive Administration.

Completes other tasks related to Executive Administration as part of a team of executive assistants in order to streamline workflow and to provide back up for school board meetings, collective bargaining or vacation periods.

Processes all expenses for the Chief Operations Officer, preparing necessary fiscal forms.

Composes routine correspondence for Superintendent and School Board offices as necessary, typing and updating a variety of written materials.

Types high volume of written material including letters, minutes, reports, agendas, statistical data, charts from rough draft, or verbal instructions; types proofreads and processes documents.

Proofreads and edits a variety of materials from Superintendent's and School Board offices.

Types high volume of written material including letters, minutes, reports, agendas, statistical data, charts from rough draft, or verbal instructions; types, proofreads and processes documents.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Work organization and research techniques sufficient to collect, analyze, and interpret data.

English usage, spelling, grammar and punctuation.

Modern office methods, procedures and office computer hardware and software.

Principles and practices of business letter writing.

Record keeping principles and procedures.

Ability to:

Quickly acquire a working knowledge of departmental policies and procedures.

Perform secretarial and administrative support functions requiring independent judgment, decision-making and problem solving.

Research information and compose memos, letters and other correspondence.

Summarize sets of data.

Plan, organize, prioritize and complete a high volume of work in a timely and efficient manner.

Operate a computer to enter, revise, and retrieve information, or for word processing and data collecting capabilities.

Analyze situations carefully and adopt effective courses of action.

Interpret and apply department policies and procedures.

Compile information, maintain extensive records and prepare reports.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Ability to work flexible hours, attending early morning or evening meetings as needed.

EXPERIENCE AND TRAINING

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

Experience:

Three years of responsible analytical and technical program support experience.

Training:

Equivalent to an Associate's degree from an accredited college or university with major course work in business, public administration, education or related field.

Salem-Keizer School District is an equal opportunity employer.