

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

01/22	<b>EXECUTIVE ASSISTANT 1</b> (Confidential)	<b>C4.3</b>
Effective Date	Job Title	Index

### **DEFINITION**

To perform a variety of responsible confidential, administrative duties involving such activities as research, investigation, and assisting in the development of procedures and methods to achieve set objectives; and to provide administrative support in matters pertaining to district policy, rules and collective bargaining.

### **CLASS CHARACTERISTICS**

This is the full journey level class within the Management/Executive Assistant series. Employees within this class perform the full range of duties assigned and have an expectation of maintaining confidentiality. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

This class is distinguished from the secretarial class series on the basis of responsibilities that encompass more technical assignments within specific programs.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from an assigned supervisor. Methods of performing tasks are usually left to the judgment of the employee with the supervisor giving occasional instructions, advice, and decisions. Work is reviewed occasionally while in progress and upon completion.

May exercise technical supervision over assigned clerical personnel.

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

Conducts studies, research, and/or evaluations pertaining to administrative problems, projects, and District policy.

Compiles, analyzes, and evaluates data and prepares estimates, statements, and reports based on such data.

Interprets and explains practices, rules, policies, procedures, and regulations affecting the department or program area.

May coordinate work of others involved in projects.

May serve as a resource to and liaison between the supervisor and other employees and the general public.

May be responsible for coordinating operations of a particular unit or program area.

May assist in the evaluation of employees in lower classifications.

Arranges and organizes meetings and training sessions as necessary.

May perform administrative duties of a general nature.

May attend negotiation sessions and district caucuses; prepare, review and manage documents, take notes and calendar for the district bargaining team.

Performs related duties consistent with job description and assignment.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

Principles and practices of business administration, budget administration, accounting and/or personnel administration as relevant to area of assignment.

Principles and practices of management, research, problem solving, and program evaluation.

Principles and practices of work organization and simplification.

Pertinent rules, policies, procedures, and regulations affecting department or assigned program area of responsibility.

Modern office procedures and office computer hardware and software.

#### **Ability to:**

Organize work effectively and to exercise independent judgment in making appropriate technical and procedural decisions regarding work methods and work products.

Research, organize and analyze technical information and prepare reports and recommendations.

Monitor budgets and make projections related to specific program budget.

Operate a computer terminal to enter, revise, and retrieve information and to develop report formats and generate appropriate reports.

Analyze and resolve procedural and technical problems and to implement developed plans and procedures.

Maintain established procedural systems and controls.

Evaluate and establish work priorities.

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

Communicate clearly and concisely, both orally and in writing.

#### **Experience and Training**

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

#### **Experience:**

Two years of responsible analytical and technical program administrative 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 a related field.