

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

11/2022	<b>EXECUTIVE/MANAGEMENT ASSISTANT</b>	C4.3
Effective Date	Job Title	Index

### **Position Summary:**

There are three positions within this class, each supporting top-level executives within the organization: superintendent and school board, chief operations officer, and executive director of human resources. An employee in this position may additionally support other members of the superintendent's executive council (Executive Administration), including the assistant superintendent of secondary education, assistant superintendent of elementary education, and the director of strategic initiatives.

An employee in this position performs a variety of confidential administrative duties involving such activities as research and writing; investigation; development of procedures, methods, and recommendations to achieve set objectives; and administrative support in matters pertaining to district policy, board policy, and collective bargaining rules. This employee is the liaison and direct contact for the executive with staff and community, including state and local leaders and dignitaries.

The three positions in this class collaborate as part of a team of executive assistants in order to streamline workflow and cross-train for back-up support in each position.

### **Class Characteristics:**

This is a full journey-level class within the Management/Executive Assistant series. Employees within this class perform the full range of duties. Employees at this level work independently yet in partnership with the executive and/or other members of Executive Administration so receive only occasional instruction or assistance on new or unusual situations or where the executive or assistant deem it necessary. They are fully aware of the operating procedures and policies of the work unit.

This class is distinguished from the administrative assistant/secretarial class series on the basis of responsibilities that encompass more autonomy, decision-making, and technical knowledge within specific programs or departments.

### **Supervision Received and Exercised:**

An employee in this position reports directly to their assigned executive (supervisor), though may partially report to other Executive Administration members as workflow and projects require. Work tasks and methods of performing those tasks are generally left to the judgment of the employee, with the supervisor providing instructions, advice, and decisions as needed or requested.

May exercise technical supervision over assigned clerical personnel.

### **Essential Functions:**

- E-1 Conducts studies, research, and/or evaluations pertaining to administrative problems, projects, and district policy.
- E-2 Composes, complies, analyzes, edits, evaluates, and maintains high volume of written material, including letters, minutes, reports, agendas, statistical data, charts, or other documents as original work or from verbal or written notes or instructions.

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- Monitors the annual budget for executive administration and school board office, maintaining, reconciling, and creating spreadsheets and reports, including confidential legal billing. Monitors assigned area budgets, processes expenses.
- E-3 Coordinates the work of the School Board: prepares for and attends board meetings; attends agenda planning; compiles agenda packets and supplemental material; keeps minutes and other public records; coordinates scheduling, release and posting of meetings; coordinates public comment, translation services, and media services with other departments.
  - E-4 Coordinates the work of the Budget Committee in conjunction with Financial Services; work mirrors that of the School Board.
  - E-5 Supports the work of district collective bargaining process: scheduling, organizing, and attending negotiation sessions and district caucuses; preparing, reviewing, and managing confidential and sensitive material; taking minutes and notes for the district bargaining team.
  - E-6 Develops and maintains procedures and practices for managing official and permanent records for all activities related to the work of the executive or assigned area, which may include land purchases, boundary changes or redistricting, bond work, personnel or bargaining unit records, school board records and elections, and other documents requiring long-term archive.
  - E-7 Organizes and coordinates conferences, workshops, meetings, and other travel arrangements as necessary for the executive or assigned area.
  - E-8 Helps facilitate hiring process for executive-level job openings.
  - E-9 Monitors the district absence system for Executive Administration members; tracks and enters absences.
  - E-10 Works with the district's legal counsel in matters related to the school board or collective bargaining.
  - E-11 Interprets and explains practices, rules, policies, procedures, and regulations affecting the department or program area.
  - E-12 Serves as a resource to and liaison between the executive and other employees and the general public.
  - E-13 Coordinates operations of a particular unit or program area, including coordinating the work of others involved in projects.
  - E-14 Coordinates the executive's day-to-day workflow and calendar.
  - E-15 Manages the executive's email, including drafting and delegating responses.
  - E-16 Arranges and organizes meetings and training sessions as necessary.
  - E-17 May assist in the evaluation of employees in lower classifications.

**Additional Functions:**

Performs other duties as assigned.

**Minimum Qualifications:**

**Knowledge of:**

Principles and practices of business, budget, personnel, and public meeting administration as relative to area of assignment.

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

Principles and practices of work organization and simplification.

Principles of English grammar and writing, at a high level that enables employee to write, edit, and provide technical expertise to executive projects.

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

Modern office procedures, practices, and technical capabilities.

**Ability to:**

Organize work effectively and 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 budgets.

Operate electronic systems and programs to enter, revise, and retrieve information as and to develop report formats and generate appropriate reports.

Analyze and resolve procedural and technical problems and 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 at a high level, both orally and in writing.

**Experience and Training:**

Any combination of experience and training that would likely provide the required knowledge and abilities as appropriate. A representative way to obtain the knowledge and abilities would be a combination of the following to equate to three-plus years of relative experience:

**Experience:**

Two years of responsible analytical and technical executive-level administrative support experience that demonstrates decision-making.

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**Training:**

Equivalent to an associate degree from an accredited college or university with major coursework in business, public administration, education, or a related field.

**Work Environment:**

Climate controlled office setting and exposure to moderate noise intensity levels. High level of contact with district personnel and the community, including frequent visits to schools and evening meetings.

**Physical Requirements:**

Frequent reaching, handling, talking and hearing. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period and/or to frequently move from sitting position to standing, walking, stooping and kneeling. Hearing and speech to communicate in person or over the telephone.

Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Sedentary/Light – Exert force to 15 pounds occasionally or a negligible amount of force frequently to lift, carry, push, pull or move objects.

**Term of Employment:**

12 months

**Salary level:**

Placement on the Salem-Keizer Public Schools confidential employee salary schedule, Grade 511.

**Evaluation:**

Performance of this position will be evaluated according to the District’s process for the evaluation of confidential personnel.

***Salem-Keizer School District is an equal opportunity employer.***