

**CLASS SPECIFICATION**  
**Executive Assistant (Confidential)**

**GENERAL PURPOSE**

Under general direction, serves as primary assistant to a department director or the equivalent level manager and performs a wide variety of difficult, sensitive and confidential administrative support functions; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Executive Assistants provide difficult, diverse and confidential secretarial, administrative and support services to District executives at or above the department director level. Incumbents operate in an environment characterized by involvement in broad District-wide issues and interaction with District board members and top executives and representatives of professional groups on complex and sensitive matters.

Executive Assistant (Confidential) is distinguished from Executive Assistant in that employees in the former class have assigned reporting relationships and job duties that meet Education Code requirements for designation as confidential.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties.

1. Serves as primary assistant to a department director or the equivalent; represents the director in providing information on District policies and procedures and interacting with District administrators, managers, principals and staff and with external stakeholders on a wide variety of issues.
2. Performs a wide variety of administrative duties to support the work of the director; types and/or drafts board agenda materials, memoranda, correspondence, reports, contracts, forms, technical reports, catalogs, manuals, handouts and other documents; types from drafts, notes, dictation or brief oral instructions, using word processing software; checks materials for accuracy, completeness and compliance with District standards, policies and procedures; ensures materials, reports and documents for signature are accurate and complete; prepares materials for printing and distribution; composes correspondence, reports and informational materials; sends and receives faxes.
3. Maintains the director's calendar; coordinates, arranges, schedules and confirms meetings for a variety of purposes; arranges for meeting set-up and refreshments; attends meetings, takes notes and transcribes minutes; screens requests for appointments; creates, updates, maintains and distributes event calendars.
4. Receives and screens visitors and telephone calls, providing information and handling issues that may require sensitivity and the use of sound independent judgment; conducts research, responds to requests for information, refers the request to appropriate staff and/or takes or recommends action to resolve the issue.
5. Prepares, reviews, proofreads and edits department agenda items, consultant agreements and packets for board meetings and meetings of committees; maintains files for board agenda materials; provides information to department heads and managers on pending board matters, District projects and assignments and a variety of other matters; assembles, mails out and/or hand delivers board agendas to staff; assists in gathering and assembling information to be included in packets to be sent to board members; confirms

budget expenditures; verifies and initials documents and obtains executive approval; sets up materials and handouts for meetings.

6. Researches and assembles information from a variety of sources for the preparation of records and reports; maintains and generates reports from databases.
7. Makes travel arrangements and prepares and sends in registration for staff and director attendance at conferences, workshops or seminars; maintains records of travel claim forms; receives, checks for accuracy and prepares mileage forms.
8. Tracks, maintains and oversees department and program budgets; accesses County systems for account balances and codes expenditures to appropriate accounts; prepares budget transfer requests; tracks open purchase orders; processes purchase requisitions, mileage expense reports and warehouse orders; generates reports and notifies departments and school sites of current accumulated hours of attendance, expenditures and balances; provides updates to director on financial standings of accounts and budgets; follows up on and resolves discrepancies; ensures end of year transactions are complete and accounts have positive balances.
9. Attends to a variety of office administrative details; establishes, maintains and updates confidential, subject, project and specialized files; orders and maintains inventory of office supplies, equipment and furniture; monitors supply budgets and accounts; opens, screens, prioritizes and routes mail; distributes outgoing mail and makes copies for appropriate logs and files to keep track of correspondence; submits requests to fill and arranges interviews and paper screenings.
10. Prepares and/or processes personnel and payroll document



8. Principles and practices of effective lead work direction.
9. District human resources policies and labor contract provisions; District timekeeping and payroll codes and reporting requirements.

**Ability to:**

1. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
2. Interpret, apply, explain and reach sound decisions in accordance with laws, regulations, rules and policies.

**Physical Demands**

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand; and lift up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent work with frequent interruptions; work under intensive deadlines; and interact with District executives, elected officials, County representatives, administrators, staff, faculty, community leaders, students, union leaders and others encountered in the course of work.

**WORK ENVIRONMENT**

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

Employees work under typical office conditions, and the noise level is usually quiet.

Board Approval 2/15/2007

Effective 7/1/2007