

Ontario –Montclair School District

CLASS SPECIFICATION  
Executive Assistant to Superintendent

GENERAL PURPOSE

Under general direction, serves as primary assistant to the Superintendent and performs a wide variety of complex, sensitive and confidential administrative support functions; serves as administrative secretary to

procedures; prepares annual mandated cost reports for posting Board meeting agendas and closed session agenda items; reviews legislative updates and provides updates to Superintendent and Board; maintains and annually updates the Board agenda and minutes distribution list.

3.

## OTHER DUTIES

1. Makes and confirms travel arrangements for the Superintendent and Board members as necessary.

## QUALIFICATIONS

### Knowledge of:

1. Office administrative and management practices and procedures.
2. Principles and practices of sound business communication; correct usage, including spelling, grammar and punctuation.
3. District organization, rules, policies, administrative guidelines, procedures and provisions of the Education Code applicable to areas of assigned responsibility.
4. The role and responsibilities of public governing board and applicable state law, code and regulations governing the conduct of public meetings and maintenance of public records.
5. District administrative procedures and forms for human resources, risk management, contracting, purchasing inventory, accounts payable, budgeting, travel and training processes.
6. Advanced uses of word processing, spreadsheet, database and other standard software to create complex documents and materials requiring the interpretation and manipulation of data.
7. Research techniques, methods and procedures.

### Ability to:

1. Plan, organize and carry out the daily activities and administrative functions of the Superintendent's Office in a sensitive and highly visible political and organizational environment requiring management of multiple and changing priorities.
2. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
3. Interpret, apply, explain and reach sound decisions in accordance with laws, regulations, rules and policies.
4. Take and transcribe dictation and type accurately ~~WBM~~.
5. Operate a computer and word processing software and other standard office equipment.
6. Manage multiple and rapidly changing priorities.
7. Organize, research and maintain complex and confidential of Tc 0 Tw 19.543 3.696

8. Compose correspondence, prepare documents and make arrangements from brief instructions.
9. Communicate clearly and effectively orally and in writing.
10. Prepare clear, accurate and concise records and reports.
- 11.

## 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 10/16/2014