

# **RIVER DELTA UNIFIED SCHOOL DISTRICT**

## **EXECUTIVE ASSISTANT TO THE SUPERINTENDENT AND THE BOARD OF TRUSTEES**



### **DEFINITION**

Under general direction, this position performs a wide variety of complex, difficult administrative, confidential, and secretarial assignments for the Superintendent and the Board of Trustees and, as a cabinet level position, relieves the Superintendent of administrative and technical detail.

### **DISTINGUISHING CHARACTERISTICS**

The Executive Assistant differs from other classes in the level of responsibility and interaction with the Board of Trustees, school district administrators, outside governmental agencies, the public and the news media, as well as level of independent judgement and discretion exercised; performs high complex duties requiring independent analysis in support of the Superintendent, District and Board; plans, organizes and coordinates assigned projects and communications.

### **SUPERVISION RECEIVED AND EXERCISED**

Directly responsible to Board of Trustees and Superintendent

Exercises direct supervision over lower-level clerical staff and other office personnel, including student trainees, have delegation authority, hiring and all levels of discipline authority.

### **DUTIES:**

#### **Essential Functions:**

1. Performs highly responsible administrative support duties as the primary and confidential Executive Assistant to the Superintendent, to relieve the Superintendent of administrative and clerical detail; Assures smooth and efficient office operations.
2. Manages office details by relieving the Superintendent of routine requests and matters; may schedule and coordinate the Superintendent's calendar and appointments; may schedule and coordinate travel and conference arrangements for Superintendent and Board members.
3. Coordinates timely receipt of Board of Trustees agenda items; schedules, coordinates, and directs the activities of clerical and other office personnel; according to the Brown Act guidelines, plans and coordinates meetings and public hearings as assigned including preparation and distribution of notices, agendas, and supplementary materials, scheduling of facilities and audio-visual needs, preparation of minutes and follow-up actions, and minutes of meetings. Such meetings include meetings of the Board of Trustees (closed and open sessions), Superintendent's Cabinet, assist with Leadership meetings and others as assigned.
4. Receives and responds to in-person telephone complaints, concerns, and requests for information from parents, outside agents/agencies, state/county offices, and/or staff, interpreting problem and needs then either solves it or refers the inquiries to the proper authority.
5. Creates and processes letters, memos, messages, newsletters, faxes, and emails independently for the Superintendent and Board; interprets and explains office policies, programs, and legislative regulations; provides effective oral and written communication

and maintains positive relationships with the members of the Board of Trustees, office staff, school district personnel, other county offices, outside agencies, the public, and the news media.

6. Keeps the Superintendent apprised of potential problems and concerns.
7. Coordinates translation needs of the district office and Board.
8. Coordinates and assists administrative staff with creating/writing/editing district job descriptions as needed.
9. Prepares purchase orders and supply requisitions; may monitor receipt of materials and invoices related to the Superintendent's office and Board of Trustees.
10. Maintains permanent and compliant Board Minutes, Agendas and Resolution files; maintains records of service of Trustees, maintains files for Conflicts of Interest form for Board members and designated staff.
11. Using a computer, prepares letters, memos, messages, reports, meeting agendas, and Minutes, accordance with legal requirements of the Brown Act, Education and Election Codes, edits letters, annual reports, newsletters and any related publications for the Superintendent and Board.
12. Oversees databases for inter/intra-district transfers, suspensions, and expulsions; log for legal (student-related) notices received by the district office from child protective services, probation departments, as well as subpoenas.
13. Special Projects as assigned by the Superintendent and/or the Board of Trustees includes, but not limited to planning, coordination and implementation of Superintendent office's needs, coordination and implementation of Board elections, serving as assistant and Secretary to the Superintendent and Superintendent's Cabinet including planning and coordination of meetings.
14. Serves as secretary to the Board of Trustees including the planning, assisting, and coordination of attendance and meetings, providing requested input and recording proceedings, and fiscal responsibilities and Brown Act compliance responsibilities.
15. Coordinates and organizes necessary information to administrators of schools/programs; manages and organizes annual district wide classified staffing CBEDS collection including audit and submissions of electronic data.
16. Writes and maintains compliance of mandated district level annual parent/student notices through the Parent/Student Handbook.
17. Manages and organizes annual school and district level SARCS including audit, submission, and publication.
18. Manages and organizes annual/bi-annual Conflict of Interest Code review and edits; policy and regulation updates; coordinates the review and edits for submission of policy and regulations to the Board for approval and then to CSBA Gamut for online submission/publication.
19. Recommends and writes policy and regulation for areas of responsibility and assists district administration in writing and updating policies and regulations in their areas of responsibility.
20. Attends conferences, workshops, and meetings as needed.
21. Assists clerical and other staff as needed with computer use, office methods, etc.
22. Manages and coordinates those student services as assigned, including, but not limited to manages and supervises the District's summer youth employment programs, coordinating with various county agencies offering such funded programs, providing placements and overseeing the appropriate training is provided to the students, as well as coordinating any internal district-level programs available to students.
23. Edits the Student Discipline Guide assuring Education/Penal Codes compliance.
24. Manages and coordinates expulsions/suspension process including submission before the Board and reports to state agencies. Reviews and finalizes expulsions documents meeting

- educational code deadlines, schedules student discipline panel hearings. Coordinates either internal or external alternate placement of students if expulsion is issued.
25. Assists with the creation of the annual district calendars and creates the annual attendance calendars for the schools.
  26. Assists administrators with the processing of Inter/Intra District Transfer requests.
  27. Takes on other projects as assigned, such as data/information research preparing a response and recommendation.
  28. Assists Superintendent with tasks from the Director of Personnel in the event the Director of Personnel is unavailable.
  29. Manages and coordinates documents for the Board of Trustees election, Board vacancies, and appointments including resolutions, notices, certification, oath of offices, for all three counties: Solano, Sacramento, and Yolo.
  30. Works closely with the Personnel Department, Business Services, and Director of Accounting, on issues of FTE and Requests for Position Change as they relate to position control. Creates and updates positions in employee information system based on information received via PAF and EIR.
  31. Prepares/provides reporting information from position control.
  32. Performs year-end procedures, rolls over Position Control for new fiscal school year and performs new year procedures.

**Marginal Functions:**

1. Opens, sorts, distributes, and answers mail related to Executive Assistants desk.
2. Updates and maintains various state and federal reports and files.
3. Performs related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Coordination skills to effectively coordinate a variety of difficult, technical functions in a Superintendent's office.

Written communication skills to prepare clear, concise grammatically correct (including punctuation and spelling), letters, memos, and Minutes and other written documents.

Oral communication skills to communicate effectively with the Board of Trustees, county office personnel, district and school administrative staff, outside district agencies, the public and news media.

Demonstrates tact, and diplomacy.

Leadership skills for directing work of other clerical and office personnel.

Organizational skills to set priorities, define tasks, schedule and coordinate activities and functions, develop procedures and complete assignments.

Decision-making skills to exercise independent thinking and good judgement.

Mathematical analysis and computation skills for purchase order requisitions, position control, and student services related decisions.

Ability to operate and troubleshoot a variety of office equipment including computer, fax machine, calculator and copier.

Reading comprehension skills to interpret policies, administrative regulation, and legislation, and accurately explain to others.

Record keeping skills to establish and maintain effective file systems.

Research skills to identify and collect appropriate data.

Interpersonal skills to establish and maintain cooperative relationships with those contacted in the course of work assignments.

Data entry for maintaining accurate Position Control systems and programs.  
Clerical skills to be able to type at a speed of 75 wpm,  
Auditory processing skills transcribe data and audio files.

**Ability to:**

Willingness to work during evening hours attending Regular and Special Board of Trustees Meetings.

Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.

Collect, compile, and analyze information and data and prepare a variety of comprehensive reports.

Maintain confidentiality.

Work both independently with little supervision and as part of a team.

Accurately interpret, apply, and explain general personnel policies and procedures applicable to the district in a variety of settings.

Supervise and review work of lower-level staff.

Develop schedules and meet deadlines.

Provide service and assistance to others while maintaining tact, patience, and courtesy.

Sustain productivity with frequent interruptions.

Setup and operate office equipment and devices.

Ability to learn and stay current on new software applications and programs.

Maintain consistent, punctual, and regular attendance.

Meet district standards of professional conduct as outlined in Board policy.

**EXPERIENCE AND TRAINING GUIDELINES**

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

**Experience:**

Four years of increasingly extensive satisfactory clerical experience involving frequent public contact, preferably within the areas of school or public personnel administration.

Two years of experience in a supervisory role (preferred).

**Training:**

Associate degree or minimum of 60 units from an accredited college or university with emphasis in Business OR an equivalent to completion of twelfth grade with a combination of experience and education from which comparable knowledge, skills, and abilities have been achieved, along with passing of district proficiency exam.

Bilingual, oral and written in Spanish (preferred).

Prior experience working in a school district setting (preferred).

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for sustained posture in a seated and/or standing position.

**JOB PROFILE:**

Annual Contract: 12 months

Classified Management & Confidential Employees Salary Schedule: Range 17

Board Approved: December 12, 2023