

CULVER CITY UNIFIED SCHOOL DISTRICT

Confidential Salary Schedule

EXECUTIVE ASSISTANT

DEFINITION

Under direction, to perform complex and specialized secretarial and clerical functions; to serve as a personal secretary and aide to a District administrator relieving and manager of administrative and clerical detail; to coordinate and supervise the staff activities of the administrator's office; and to do other related work as required.

EXAMPLES OF DUTIES

Serves as a confidential secretary to a District administrator; coordinates and supervises the staff activities of the administrator's office, including planning, organization, layout and development of work accomplishment time lines; directs or coordinates the preparation of specific component sections of the Governing Board agenda; attends various meeting and takes and transcribes notes; prepares meeting minutes for editing and distributes minute summaries as requires; requests information and data, reviews the data and compiles accurate and comprehensive reports and surveys; responds to inquiries by interpreting policies, regulations and operational procures; attends to administrative detail utilizing initiative and good judgment; takes and transcribes dictation which includes technical terminology and requires a familiarity with legal mandates, policies and regulations concerning the administrator's specific area of responsibility; prepares correspondence, memoranda, reports and a variety of other communicative subject matter that may include privileged and highly sensitive material; acts as the receptionist to the administrator receiving and answering telephone inquiries and receiving and assisting office visitors; establishes and maintains complex and confidential files and records; maintains a calendar of activities and events, schedules appointments, conferences and meetings for the administrator; receives, sorts and routes mail and responds to routine correspondence; plans, develops and implements office procedures and working forms; assists in the budget planning and expenditure control of the administrator's office; supervises, directs and participates in the performance evaluation of the clerical staff in the administrator's office; may be responsible for maintaining the master facility use calendar including invoicing the user for required service.

QUALIFICATIONS

Knowledge of:

Principles, procedures, methods, techniques and operations of a District administrator;
Modern office practices, equipment, data management, storage and retrieval systems;
Public education goals and objectives, and the operational objectives of the specific areas of responsibility of the district administrator;
English usage, spelling, punctuation, grammar, and manuscript and report formatting;
Legal mandates, policies and regulations, and operational procedures which govern the activities of the district administrator's office;
Communication techniques, strategies and procedures.

Ability to:

Coordinate, direct and schedule a large volume of administrative and clerical detail activities;
Effectively and efficiently perform responsible secretarial and administrative aide functions;
Compile and prepare accurate and comprehensive reports;
Effectively communicate in oral and written form;
Establish and maintain a variety of complex, privileged and sensitive files and records;

Type at a net corrected speed of 65 words per minute; take and transcribe dictation accurately at a speed of 100 net words per minute (at the discretion of the administrator, exemplary service or high skilled experiences may be substituted for the dictation proficiency requirement); **however, those employees who have the demonstrated (testing) skill to accurately perform shorthand at the required level will receive an additional 6% stipend.**

Make arithmetical calculations with speed and accuracy; Understand and carry out oral and written directions;

Establish and maintain cooperative working relationships.

Experience:

Four years of responsible executive or administrative secretarial or clerical experience including one year in a lead or supervisory capacity.

Education:

Equivalent to the completion of the twelfth grade, supplemented by coursework or training in business office management organization and supervision or related technical skill areas at the community college or higher level.