

CULVER CITY UNIFIED SCHOOL DISTRICT

SENIOR EXECUTIVE ASSISTANT

DEFINITION

Under general direction, to serve as confidential secretary and administrative aide relieving the Superintendent of administrative and clerical detail; to perform highly responsible complex and confidential secretarial and clerical functions; and to do other related work as required.

EXAMPLES OF DUTIES

Serves as a confidential secretary and administrative aide to the Superintendent; coordinates the secretarial and the clerical activities required by the Governing Board; coordinates the preparation of the Governing Board agenda materials; attends Board meetings and takes stenographic notes or records the proceeding for transcription of the business transacted; transcribes Governing Board minutes for review and editing by the Superintendent; prepares and maintains the official record of the Governing Board minutes; maintains the official copy of district policies and administrative regulations handbooks; assists in the revision of policies and administrative regulations; attends to administrative detail, as directed by the Superintendent; works with other administrative units to ensure compliance with time lines pertaining to requests from the Superintendent and Governing Board for information and data; takes and transcribes dictation consisting of correspondence, memoranda, reports, meeting minutes and a variety of other subject matter; acts as the receptionist to the Superintendent, receiving telephone calls and visitors whose business may be highly sensitive and privileged; interprets policies, regulations and operational procedures to various District personnel and the general public; schedules appointments, prepares travel itineraries, arranges conferences and group meetings; attend a variety of meetings as requested by the Superintendent, and takes and transcribes notes; independently composes complex, sensitive and confidential correspondence for the Superintendent's review; complies and types, or coordinates, the preparation of a variety of notices, bulletins, reports and records; establishes and maintains a variety of complex filing systems and records; receives, sorts, reads, routes and responds to routine mail and inquiries; assists in the budget planning and expenditure control for the Superintendent's office; performs a variety of functions and activities related to the District Educational Committee.

QUALIFICATIONS

Knowledge of:

Principles, procedures, methods and techniques of the operation of the Superintendent's Office;
Modern office practices, equipment, data management, storage and retrieval systems;
Public education principles, goals and objectives;
English usage, spelling, punctuation, grammar, and manuscript and report formatting;
Legal mandates, policies, regulations, and regulations which govern the District operations;
Effective communication techniques, strategies and procedures.

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Ability to:

Coordinate, direct and expedite the production of a high volume of paper flow and administrative detail;

Effectively and efficiently perform highly responsible secretarial, clerical and administrative aide functions;

Expediently compile and prepare comprehensive reports concerning a broad spectrum of subject matter;

Communicate effectively in oral and written form with a wide variety of persons who have business with the Superintendent's office;

Establish and maintain a variety of complex, privileged and sensitive files and records;

Type at a net corrected speed of 70 words per minute;

Take and transcribe dictation accurately at a speed of 110 net words per minute (at the discretion of the Superintendent, exemplary service, or highly 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:

Five years of highly responsible executive or administrative secretarial experience.

Education:

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