



Job Title: Executive Administrative Assistant, Chief of Staff

Department: Chief of Staff

Reports To: Chief of Staff

Grade: CA-15

Number of Days: 12 Months

Security Access: ESC

Current Date: June 18, 2015

Overtime Status: Non-Exempt

Position Summary: Provide administrative assistance to the Chief of Staff, support to the Deputy Clerk of the Board and Administrative Asst. to the Superintendent in the performance of general office duties and coordination of calendars in the Office of the Superintendent. Assist the Deputy Clerk of the Board in preparing, proofing, and editing the District Board Agendas. Serves as back up for the Administrative Asst. to the Supt. and Office of Clerk of the Board. Maintain confidentiality and able to assume responsibility without direct supervision, problem solve, and exercise initiative and good judgment in making decisions. Serve on various committees and perform other duties as assigned.

Minimum Qualifications:

- High School Diploma or equivalent required. Some college preferred.
- Five years office/secretarial experience.
- Knowledge of education/school system and processes preferred.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Provide administrative assistance to the Chief of Staff, support to the Deputy Clerk of the Board and Administrative Asst. to the Superintendent in the performance of general office duties.
- Plan meetings and draft agendas for Executive Level meetings.
- Maintain calendars and ensure timely attendance of meetings.
- Assist the Deputy Clerk of the Board in preparing, proofing, and editing the District Board Agendas.
- Responsible for completion and distribution of Board Agendas in the absence of the Deputy Clerk of the Board.
- Maintain District Board Policy Manual.
- Screen monitor COS email, field calls, and refer and/or prepare responses accordingly.
- Attend meetings as assigned, prepare notes, and assist with follow up items as necessary. Enter/process requisitions for travel, supplies, etc.
- Serve on various committees and perform other duties assigned.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Excellent written and verbal skills.
- Proficient in Microsoft Office, Word, Excel, and PowerPoint.
- Ability to make decisions independently, prioritize concerns/issues and manage multiple projects and time.
- Ability to screen calls, emails, correspondence and discern priority items, problem solve, and communicate resolutions.
- Ability to track and ensure complete follow through on complex items.

Supervisory Responsibility:

- None

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Normal office environment.

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