



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
 POSITION DESCRIPTION**

TITLE:	Executive Assistant – Board of Education (Confidential)	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Board of Education	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 8 hours per day or duty days/hours as assigned
APPROVED: Commission Board	11/17/14 and 11/18/14 01/28/15	SALARY GRADE:	Schedule: 55 Range: 57

BASIC FUNCTION:

Perform highly responsible and confidential secretarial and administrative assistant duties to relieve the Board of a variety of administrative details; interpret policies and regulations to officials, staff and the public; plan, coordinate and organize office activities and flow of communications and information for the assigned administrator.

DISTINGUISHING CHARACTERISTICS:

The Executive Assistant II-Confidential/Board classification performs highly responsible primary secretarial and administrative assistant duties in support of the Board of Education.

The Executive Assistant II-Confidential classification performs highly responsible primary secretarial and administrative assistant duties in support of the Superintendent or Deputy Superintendent.

The Executive Assistant I-Confidential classification performs highly responsible primary secretarial and administrative assistant duties in support of an assigned Assistant Superintendent.

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

- Perform highly responsible duties as the primary and confidential secretary to the Board, relieving the administrators of a variety of secretarial and administrative details; plan, coordinate and organize office and department activities and flow of communications for the Board; maintain confidentiality of privileged and sensitive information
- Receive, screen and route telephone calls; greet and assist visitors; refer callers or visitors to appropriate staff members; take and relay messages; respond to requests, complaints and questions from officials, staff and the public, representing the Board by phone and written communication; interpret policies and regulations to officials, staff and the public
- Compose correspondence independently on a variety of matters including those of a confidential nature; compile and type various letters, forms, reports, contracts, packets, statistical data, memoranda, bulletins, newsletters, notices, vouchers, lists and other materials as directed; prepare, format, edit, proofread and revise written materials

- Coordinate and schedule various appointments and meetings; make travel arrangements; reserve facilities; prepare and assure proper completion of reimbursement forms; maintain and coordinate the Board's calendar; prepare and disseminate calendar of events; coordinate and arrange special events and activities for the Board
- Receive, sort and route incoming correspondence; review and determine priority of incoming mail and e-mail; compose replies independently or from oral direction; prepare notices, packets and informational materials for mailing
- Attend a variety of meetings; prepare related notices, reports, presentations and agendas; prepare agendas for Board Subcommittees; record and transcribe minutes; prepare and distribute minutes, updated records, statements, documents and reports to appropriate personnel
- Research and compile a variety of information; conduct on-line research as needed; compute statistical information for various federal, State and local reports; process and evaluate a variety of forms and applications related to assigned functions; duplicate materials as necessary
- Input a wide variety of data into an assigned computer system; maintain automated files and records; create queries and generate a variety of computerized lists and reports; assure timely distribution and receipt of a variety of records and reports; assure accuracy of input and output data
- Maintain designated budgets and assure assigned accounts are accurate and expenditures are within federal or State requirements; collect and account for fees; initiate budget transfers as directed
- Maintain and update Board policies and administrative regulations; prepare and maintain a variety of complex lists, records and reports related to assigned activities, including those of a confidential nature; establish and maintain filing systems; maintain archival records of Board documents, minutes, policies and administrative regulations
- Perform special projects and prepare various forms and reports on behalf of the Board; attend to administrative details on special matters as assigned; perform varied duties related to the Board's area of responsibility and assigned programs
- Provide administrative support for the Board; process mail and e-mail; respond to correspondence; maintain calendar
- Train and provide work direction and guidance to designated clerical personnel as assigned; provide input concerning employee interviews and evaluations as requested
- Operate and maintain a variety of office equipment including a calculator, copier, fax machine, computer and assigned software; arrange for equipment repairs as needed
- Communicate with other departments, administrators and outside agencies to coordinate activities, exchange information and resolve issues or concerns
- Prepare, type and process requisitions according to established guidelines; order, receive and maintain inventory of supplies and equipment in accordance with established guidelines
- Obtain and provide information, records and materials to staff and the public where judgment, knowledge and interpretation of policies and regulations and organizational functions and programs are required; verify information for staff and outside agencies as requested

- Develop and implement office procedures to assure complete and timely operations; create office forms which facilitate work flow
- Prepare recognition awards for deserving staff and community

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Functions and secretarial operations of an administrative office

District operations, policies and objectives

Applicable laws, codes, regulations, policies and procedures

Modern office practices, procedures and equipment

Record-keeping techniques

Correct English usage, grammar, spelling, punctuation and vocabulary

Oral and written communication skills

Interpersonal skills using tact, patience and courtesy

Budgeting practices regarding monitoring and control

Methods of collecting and organizing data and information

Business letter and report writing, editing and proofreading

Public relations techniques

Operation of a computer and assigned software

Principles of training and providing work direction

ABILITY TO:

Perform highly responsible and confidential secretarial and administrative assistant duties to relieve the Superintendent of a variety of administrative details

Interpret, apply and explain laws, codes, rules, regulations, policies and procedures

Plan, coordinate and organize office activities, public relations and flow of communications and information for the Superintendent

Organize complex material and summarize discussions and actions taken in report form

Compile and prepare comprehensive reports concerning a broad spectrum of subject matter

Compose effective correspondence independently

Maintain a variety of complex and confidential files and records

Assure efficient and timely completion of office and program projects and activities

Understand and resolve issues, complaints or problems

Type or input data at an acceptable rate of speed

Take and transcribe dictation at an acceptable rate of speed

Operate a variety of office equipment including a computer and assigned software

Establish and maintain cooperative and effective working relationships with others

Analyze situations accurately and adopt an effective course of action

Plan and organize work

Meet schedules and time lines

Prioritize and schedule work

Work independently with little direction

Work confidentially with discretion

Communicate effectively both orally and in writing

Train and provide work direction and guidance to assigned personnel

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in a related field and six years of increasingly responsible secretarial or administrative assistant experience

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

Constant interruptions

Work evening or variable hours

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person or on the telephone

Dexterity of hands and fingers to operate a computer keyboard

Seeing to read a variety of materials

Sitting or standing for extended periods of time

Bending the waist, kneeling or crouching to file materials