



**BERKELEY UNIFIED SCHOOL DISTRICT**  
**Human Resources Department**

**CLASSIFICATION AND  
 POSITION DESCRIPTION**

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

**BASIC FUNCTION:**

Under the direction of an Assistant Superintendent, perform highly responsible and confidential secretarial and administrative assistant duties to relieve the Assistant Superintendent 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 I – Confidential classification performs highly responsible primary secretarial and administrative assistant duties in support of an assigned Assistant Superintendent.

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

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

- Perform highly responsible duties as the primary and confidential secretary to the Assistant Superintendent, relieving the administrator of a variety of secretarial and administrative details; provide administrative support to other departmental administrators as requested; plan, coordinate and organize office and department activities and flow of communications for the administrator; 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 Assistant Superintendent 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 administrator's calendar; prepare and disseminate calendar of events; coordinate and arrange special events and activities
- Receive, sort and route incoming correspondence; receive and respond to e-mails; review, prioritize and route incoming mail, correspondence, reports and other documents; compose replies independently or from oral direction; prepare notices, packets and informational materials for mailing
- Attend a variety of meetings; prepare related agendas, Board topics, notices, reports, presentations and agendas; record and transcribe minutes; prepare and distribute minutes, updated records, statements, documents and reports to appropriate personnel
- Research and compile a variety of information; 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
- Train and provide work direction and guidance to designated clerical personnel as assigned; provide input concerning employee interviews and evaluations as requested; train support staff on proper formats and procedures used in the office
- 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
- Prepare and maintain a variety of complex lists and records related to student information, personnel, financial activity and assigned duties; establish and maintain filing systems
- Perform special projects and prepare various forms and reports on behalf of the Assistant Superintendent; attend to administrative details on special matters as assigned; perform varied duties related to the area of responsibility and assigned programs
- Operate and maintain a variety of office equipment including a calculator, copier, fax machine, typewriter, 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
- Maintain confidentiality regarding issues related to personnel matters, negotiations and collective bargaining matters

- Develop and implement office procedures to assure complete and timely operations; create office forms which facilitate work flow

**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

Basic public relations techniques

Operation of a computer and assigned software

**ABILITY TO:**

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

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

Plan, coordinate and organize office activities and flow of communications and information for the assigned administrator

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

**EDUCATION AND EXPERIENCE:**

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

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment

Constant interruptions

Interactions with dissatisfied, hostile and irate individuals

**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