



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

**CLASSIFICATION AND  
 POSITION DESCRIPTION**

TITLE:	<b>Executive Assistant II - 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: 57</b>

**BASIC FUNCTION:**

Under the direction of the Superintendent or Deputy Superintendent, perform highly responsible and confidential secretarial and administrative assistant duties to relieve the Superintendent or the Deputy Superintendent of a variety of administrative details; interpret policies and regulations to officials, staff and the public; plan, coordinate and organize office activities, public relations and flow of communications and information for the Superintendent or Deputy Superintendent.

**DISTINGUISHING CHARACTERISTICS:**

The Executive Assistant II – Confidential classification performs highly responsible primary secretarial and administrative assistant duties in support of the Superintendent or the 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 Superintendent or the Deputy Superintendent in relief of a variety of secretarial and administrative details; provide administrative support to Cabinet members; plan, coordinate and organize office and department activities and flow of communications; 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 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, fliers and other materials as directed; prepare, format, edit, proofread and revise written materials; monitor information on District website for accuracy and timeliness
- Coordinate and organize public relations and related activities for the Superintendent or the Deputy Superintendent; prepare and assure access of a variety of documents, files and other paperwork for

the public; represent the Superintendent or Deputy Superintendent at special events as assigned; communicate with a variety of agencies and members of the community to enhance public relations including the media; serve as internal and external liaison for the Superintendent or Deputy Superintendent

- Coordinate and schedule various appointments, forums and meetings; make travel arrangements; reserve facilities; maintain and coordinate the Superintendent or Deputy Superintendent's calendar; prepare and disseminate calendar of events; coordinate and arrange special events and activities; create, review, revise and prepare the District student/staff calendars for Board approval
- Set up, facilitate and attend meetings; coordinate, prepare, and post agendas; provide handouts and pertinent information; take and transcribe minutes
- 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
- 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
- Prepare and maintain a variety of complex lists, records and reports related to assigned duties, including those of a confidential nature; establish and maintain filing systems
- Train and provide work direction and guidance to designated clerical personnel as assigned; provide input concerning employee interviews and evaluations as requested
- Perform special projects and prepare various forms and reports on behalf of the Superintendent or the Deputy Superintendent; attend to administrative details on special matters as assigned
- 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
- Develop and implement office procedures to assure complete and timely operations; create office forms which facilitate work flow
- Maintain confidentiality regarding issues related to negotiations and collective bargaining matters
- Serve as a member of the District Emergency Operations Center and floor representative for Emergencies Operations and Planning as assigned
- Attend meetings, participate on interview panels, and serve on assigned committees as directed

**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