



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
 POSITION DESCRIPTION**

TITLE:	Executive Assistant I	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	As Assigned	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 7.5 hours per day or duty days/hours as assigned
APPROVED: Board Commission	June 29, 2016 July 15, 2016	SALARY GRADE:	Schedule: 56 Range: 55

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.

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
- 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

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 or kneeling to file materials

HAZARDS:

Interactions with dissatisfied, hostile and irate individuals