CLASS TITLE: SENIOR EXECUTIVE ASSISTANT TO THE SUPERINTENDENT

BASIC FUNCTION:
The position of Senior Executive Assistant to the Superintendent functions as the personal, confidential and executive assistant to the County Superintendent. Performs a variety of complex and responsible administrative and secretarial support duties to assist the Superintendent with administrative details; provides communication, assistance and information to VCOE staff, County and State officials, community leaders, parents, media and general public.

REPRESENTATIVE DUTIES:
Perform complex and responsible administrative duties including processing administrative details not requiring the immediate attention of the Superintendent; prepare information needed in administrative decisions and in facilitating implementation of policies and programs; 

Communicate with VCOE staff, County Board members, school districts, parents, County and State officials, media, and citizens regarding VCOE educational issues; provide and exchange general information and assistance; resolve issues as appropriate; schedule meetings and coordinate activities; 

Research and interpret the State Education and Government Codes, U.S. Constitution, and the Brown Act as needed; research and gather information for interpretation or for referral to other staff; provide information regarding County public and private education operations and regarding County and State agencies and organizations; 

Receive and screen office visitors and answer telephone calls; take messages; provide information and answer questions where judgment, knowledge or interpretation of policies, procedures, regulations, and laws are necessary; exercise discretion in public contacts; 

Receive and transcribe confidential dictation as required; compose correspondence independently or in accordance with oral or written instruction requiring thorough knowledge of VCOE policies and procedures; exercise discretion and judgment; 

Through the Superintendent, provide administrative support to the VCBE; attend a variety of regular and special meetings including Board meetings; record, transcribe, prepare and distribute minutes as appropriate; prepare agendas and minutes for meetings of the Board and serve as recording secretary; prepare packets for distribution to appropriate individuals; assist Board members as needed; 

Requisition office supplies and materials to assure adequate inventory; assist in preparing and monitoring budgetary and other financial data; 

Maintain the Superintendent's appointment calendar; make travel arrangements for the Superintendent and Board of Education, including conference registration and lodging; 

Create and type a variety of materials such as reports, correspondence and other documents; proofread and edit materials to assure completeness, accuracy and compliance with VCOE rules 

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and regulations; E

Prepare and maintain a variety of administrative records and files including materials of a confidential nature; maintain confidentiality of information and records; maintain control files concerning matters in progress and expedite completion; E

Operate a variety of office equipment and machines including a microcomputer and various software applications, typewriter, fax machine, calculator and copier; operate a vehicle as needed; E and

Perform related duties as assigned. E

**KNOWLEDGE AND ABILITIES:**
**KNOWLEDGE OF:**
VCOE organization, operations, policies and objectives;
Advanced administrative methods and responsibilities;
Applicable sections of the State Education Code and other applicable laws;
Research methods and report writing techniques;
Principles of training and providing work direction;
Interpersonal skills using tact, patience and courtesy;
Modern administrative office practices, procedures and equipment;
Correct English usage, grammar, spelling, punctuation and vocabulary;
Receptionist and telephone techniques;
Oral and written communication skills;
Record-keeping techniques;
Alpha and numeric filing systems;
Operation of office machines including computer equipment;
Internet; and
VCBE and Supt. Policies and Admin. Regulations

**ABILITY TO:**
Perform a variety of complex and responsible secretarial and administrative support duties to assist the Superintendent and Board of Education with administrative details;
Apply, interpret, and explain the operations, policies and procedures of the Superintendent's office;
Communicate effectively both orally and in writing;
Analyze situations accurately and adopt an effective course of action;
Work independently with little direction;
Prepare and maintain administrative records and files;
Work efficiently and accurately with frequent interruptions;
Perform research, compile data and prepare reports;
Work confidentially with discretion;
Type at 60 words net per minute from clear copy;
Transcribe from tapes at a speed sufficient to meet administrative requirements;
Plan and organize work;
Compose correspondence and written materials independently;
Create and produce Resolutions;
Meet schedules and time lines;
Operate a computer terminal to enter data, maintain records and generate reports;

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Establish and maintain cooperative and effective working relationships with others; and
Train, support and provide work direction to others as appropriate.

**EDUCATION AND EXPERIENCE:**
Any combination equivalent to: Associate degree or equivalent in secretarial science, business
or related field and four years of increasingly responsible administrative experience including
two years experience at the level of an Executive Assistant.

**WORKING CONDITIONS:**
ENVIRONMENT:
Is subject to inside environmental conditions; subject to constant interruptions and interactions
with members of the public; may be required to work evenings or weekends.

PHYSICAL ABILITIES:
Require vision (which may be corrected) to read small print;
May be required to work at a video display terminal for prolonged periods;
Dexterity of hands and fingers to operate a computer and standard office equipment;
Sitting or standing for extended periods of time;
Reaching above the shoulders and horizontally to retrieve files and supplies;
Lifting objects weighing up to 30 pounds; and
Hearing and speaking to exchange information on the telephone or in person.

Should an applicant require reasonable accommodation, the Ventura County Office of Education
will consider that upon request.