

Solano County
Office of Education

JOB TITLE: Executive Assistant I

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

To assist in planning, organizing, and coordinating in the clerical operations and general office duties related to the assigned responsibilities of a departmental administrator, and to be responsible for a variety of routine administrative details. This position is considered confidential for purposes of employee collective bargaining. This position requires the incumbent to work in an area for an assistant superintendent or higher.

JOB REQUIREMENTS AND QUALIFICATIONS

- Passing score on Solano County Office of Education clerical tests.
- Ability to type accurately at 50 words per minute.
- Ability to take and transcribe notes for public meetings.
- Knowledge of efficient office methods and practices including filing systems, business correspondence, and report writing.
- Basic knowledge of public meeting requirements.
- Knowledge of proper English usage, grammar, spelling, vocabulary and punctuation.
- Ability to work independently.
- Ability to prepare and edit reports and other material.
- Ability to interpret and apply administrative and departmental policies and regulations.
- Ability to operate a variety of office equipment such as calculators, copy equipment, computers and recording equipment.
- Ability to establish and maintain complex records.
- Ability to effectively communicate in both oral and written form.
- Ability to establish and maintain effective work relationships with fellow employees, teachers, administrators, contacts with other agencies and the general public.

ESSENTIAL DUTIES

- Processes administrative details not requiring immediate attention of the administrator.
- Collects, compiles, and digests information pertaining to related administrative or educational activities and prepares reports.
- Receives and processes information and data, which may be of a technical or confidential nature.
- Takes and transcribes dictation.
- Types a wide variety of material as necessary.
- Composes correspondence, memos, newsletters, brochures, etc.
- Develops procedures to expedite transmittal of information or to facilitate implementation of policies and programs.
- Arranges committee and other meetings.
- Assists in gathering and preparing data for budget preparation.
- Manages administrative mail.
- Manages administrator's calendar
- Manages arrangements for conferences, workshops, and travel.
- Assumes responsibility for the accuracy of record keeping and procedures for specific operations.
- Prepares agendas and other information for meetings and conferences.
- Attends conferences and prepares minutes and summaries of action taken.
- Assists in coordinating communications within the County Office of Education, with other districts, and other agencies or individuals.
- Prepares financial and statistical data.
- Interviews callers and gives out information where judgment, knowledge, and interpretation of policies, procedures and regulations are necessary and/or appropriate.
- Exercises discretion in arranging appointments and itinerary for officials.

- Maintains control files of matters in progress and expedites their completion.
- Establishes and/or maintains bookkeeping system for operational unit or special program.

MARGINAL DUTIES

- Performs related duties as required.
- May serve as a member of the Management Advisory Council of the Solano County Office of Education.

SUPERVISION RECEIVED

Employees in this classification receive limited supervision within a broad framework of policies and procedures. Directly responsible to a senior manager.

SUPERVISION EXERCISED

Employees in this classification may supervise employees and/or coordinate the workflow for other staff members in an operational unit as it relates to clerical tasks or special project objectives.

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (15%) Walking (15%) Sitting (70%)

Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting – lbs. (0-40) Lifting (2) Bending (3)

Pushing and/or Reaching Kneeling or

Pulling Loads (1) Overhead (2) Squatting (3)

Climbing Stairs (2) Climbing Ladders (0)