

JOB TITLE: Executive Assistant I- SELPA

#### 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 the SELPA administrator, and to be responsible for a variety of routine administrative details. 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 the Council of Superintendents, Special Education Council, and other formal 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.
- Ability to deal with difficult or hostile people on the phone or in person.

This work consists of complex secretarial and organizational duties in combination with routine administrative tasks. These duties are performed at a journey person to lead person level within a classification series.

#### EXAMPLES OF 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 notes for public meetings.
- 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 Council committee and other meetings.
- Assists in gathering and preparing data for budget preparation.
- Assumes responsibility for the accuracy of record keeping and procedures for specific operations.
- Prepares agendas and other information for meetings and conferences.
- Assists in coordinating communications within the SELPA, with other SELPA, county offices, districts, and other agencies or individuals.
- Attends conferences and prepares minutes and summaries of action taken.
- 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.
- Manages administrative mail.
- Manages administrator’s calendar
- Manages arrangements for conferences, workshops, and travel.
- Prepares financial and statistical data for various reports.
- Maintains control files of matters in progress and expedites their completion.
- May serve as a member of the Management Advisory Council of the Solano County Office of Education.
- Performs related duties as required.

**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%)
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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)		