



Leadership • Collaboration • Support

JOB TITLE: Chief Assistant to the County Superintendent

Classified Management Salary Schedule, Range 12

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Plays an integral role in the administration of the Superintendent's office by providing efficient support to the County Superintendent and County Board of Education through a wide variety of complex, highly responsible, and visible administrative and managerial functions. Provides leadership and assistance in responding to public information requests as they relate to the Superintendent's office.

JOB REQUIREMENTS AND QUALIFICATIONS

- Type/keyboard accurately at least 50 words per minute.
- Experience as the assistant to an organizational executive and/or elected official, preferably in an educational setting.
- Excellent oral and written communication skills including the ability to thoroughly and accurately convey complicated information to a broad spectrum of individuals and organizations.
- Excellent attention to detail.
- Ability to meet tight deadlines.
- Education at Bachelor's degree level or equivalent education and experience that demonstrates the ability to perform the duties and responsibilities as described.

EXAMPLES OF DUTIES

- Maintains the Superintendent's and Board's historical archives and required records.
- Schedules appointments and meetings, assists with managing and maintaining the Superintendent's calendar, and organizes Board program visits and activities, exercising considerable discretion in committing time.
- Coordinates school board member elections and vacancies for county and district boards, including SCOE polling place arrangements/staffing.

- Maintains and updates district and trustee area boundary maps and descriptions.
- Conducts research and prepares summaries on various topics under the Superintendent's and Board's jurisdictions.
- Develops, analyzes, updates, and interprets County Office and Board policies, resolutions and procedures.
- Provides information and assistance to staff, school districts, other educational institutions, government agencies, affiliate organizations, business partners, and the general public regarding the policies, procedures, programs, and services of the Solano County Office of Education and Board of Education.
- Plans, prepares, types, duly posts, and distributes agendas, meeting materials, and minutes for the County Board of Education, the County Committee on School District Organization, and other special and ad-hoc committees and meetings in accordance with the Brown Act, when applicable.
- Stays current on public meeting requirements, laws, regulations, industry stipulations, and trends to ensure compliance, and advises administrators on related issues.
- Manages the Superintendent's department page(s) of the County Office website.
- Assists in responding to formal requests for information under the Public Records Act, including from the Grand Jury, and with public information matters directly related to the executive office.
- Assists in coordinating internal and external communications independently or from verbal concepts.
- Assists in facilitating professional development for employees, board members, and district personnel on pertinent education-related topics.
- Performs administrative tasks for the Solano County School Boards Association.
- Reads, interprets, and summarizes court documents, conducts thorough research, and works closely with counsel on legal matters.
- Approves purchase requisitions and expense transfers, assists in the preparation and monitoring of assigned budgets, and discovers ways to reduce costs.
- Provides support for Cabinet members as needed.
- Coordinates the onboarding of new county board of education trustees and department staff.
- Promotes a harmonious work environment, sets a good example of unquestionable work ethics.

- Actively participates as a member of the Solano County Office of Education’s Management Advisory Council.
- Member of the Solano County Assistants to the Superintendents (SCATS) team.
- Participates in Public Information Team meetings.
- Assists in a variety of County Office operations, manages special projects, and performs related administrative duties as requested.

SUPERVISION RECEIVED

Employees in this classification receive limited supervision within a broad framework of policies and procedures. Directly responsible to the County Superintendent.

SUPERVISION EXERCISED

Employees in this classification may supervise personnel within the operational unit, as assigned.

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)
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Lifting – 0-40 lbs. (2)	Lifting (2)	Bending (3)
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Pushing and/or Pulling Loads (1)	Reaching Overhead (3)	Kneeling or Squatting (3)
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Climbing Stairs (3)	Climbing Ladders (1)
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