



Leadership • Collaboration • Support

JOB TITLE: Executive Assistant II- SELPA

Classified Managers Salary Schedule, Range 7

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 Special Education Local Plan Area (SELPA) administrator, and to be responsible for a variety of routine administrative details. Assists in coordinating communications within the County Office of Education, with other districts, and other agencies or individuals. This position requires the incumbent to work in an area for an assistant superintendent or higher.

JOB REQUIREMENTS AND QUALIFICATIONS

- Ability to type accurately at 50 words per minute.
- Ability to take and transcribe notes for the Council of Superintendents, Governance and Finance Committee, 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 concurrently coordinate multiple projects.
- Ability to monitor SELPA department budget and expenditures related to professional learning offerings, conference and travel, and SELPA front office.
- 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.
- Ability to maintain confidentiality.
- Related education and experience that demonstrates the ability to perform the duties and responsibilities as described.

EXAMPLES OF DUTIES

- Processes administrative details not requiring immediate attention from 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.
- Coordinates SELPA professional learning projects.
- Assists in the development and production of department brochures, newsletters, etc.
- Coordinates press releases as needed.
- Prepares agendas and other information for meetings and conferences.

- Assists in coordinating communications within the SELPA, with other SELPAs, county offices, member districts, and other agencies or individuals.
- Attends conferences and prepares minutes and summaries of action taken.
- Answer SELPA main office line and interview 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 receipt, sorting, and distribution of SELPA office mail.
- Manages the administrator's calendar.
- Manages arrangements for conferences, workshops, overnight accommodation, and travel for SELPA Assistant Superintendent, Coordinators, and Fiscal Analyst
- Order SELPA office supplies, coordinate purchase agreements, and process expense reports for SELPA personnel.
- Manages website for the SELPA office.
- Manages purchase and facility maintenance requests submitted by California Children's Services.
- Attend events hosted by member districts with the SELPA administrator or on behalf of the SELPA office; photograph the activities and post summaries of the events for the SELPA office's social media.
- 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 SCOE's Management Advisory Council (MAC).
- 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%)

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
Pulling Loads (1)

Reaching
Overhead (2)

Kneeling or
Squatting (3)

Climbing Stairs (2)

Climbing Ladders (0)