



Leadership • Collaboration • Support

JOB TITLE: Executive Assistant III

Classified Management Salary Schedule, Range 8

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

To assist in planning, organizing, and coordinating in the administrative operations related to the assigned responsibilities of the County Superintendent of Schools. Assists in coordinating communications within the County Office of Education, acts as the Superintendent's liaison with staff school districts, community members and local, state, or federal agencies. This position is considered management for purposes of employee collective bargaining.

JOB REQUIREMENTS AND QUALIFICATIONS

- Ability to type accurately at 50 words per minute.
- Knowledge of efficient office methods and practices including filing systems, business correspondence, and report writing.
- Knowledge of proper English usage, grammar, spelling, vocabulary, and punctuation.
- Ability to work independently.
- Ability to prepare and edit reports and other materials.
- Ability to interpret and apply administrative and departmental policies and regulations.
- Ability to communicate in both oral and written form.
- Ability to take and transcribe notes for public meetings.
- Ability to establish and maintain effective work relationships with fellow employees, teachers, administrators, and District Superintendents, contacts with other agencies, and the general public.
- Knowledge of public meeting requirements.

- Ability to establish and maintain complex records.
- Related education and experience that demonstrates the ability to perform the duties and responsibilities as described.

ESSENTIAL DUTIES

- Receives all requests for attendance at any events asking for the Superintendent to attend or speak.
- Assists in coordinating communications for the Superintendent.
- Assists with the management, receipt, sorting and distribution of Superintendent's mail.
- Assists with scheduling of Superintendent's calendar.
- Manages arrangements for the Superintendent's conferences, workshops, and travel.
- Arranges meetings of the Superintendent including agendas, minutes, and necessary follow-up communications.
- Coordinates County Board of Education members travel and accommodations, registration for events, conferences, and workshops.
- Coordinates and processes County Board of Education members reimbursement requests.
- Analyzes and monitors County Board of Education members budget and produces monthly expenditure reports.
- Facilitates, gathers data, and makes recommendations on the development of the Superintendent's Office budget and prepares budgets for submission to the Business Department.
- Maintains files of matters in progress and expedites completion by assigned dates.
- Attends meetings and conferences and prepares minutes as necessary.
- Assists in the development and production of department brochures, newsletters, etc.
- Provides assistance with the website for the for the County Office of Education.
- Serves as the backup to the Chief Assistant to the County Superintendent.
- Processes administrative details not requiring immediate attention of the Superintendent.
- Performs administrative duties and coordinates events involving Superintendent's

association and/or commitments on/with various associations, boards, committees, councils, etc.

- Assists the Assistant Superintendent of Communications, Community Engagement & Emergency Management with writing and managing press releases.
- Works with Administrators to assist in drafting press releases for the Assistant Superintendent of Communications, Community Engagement & Emergency Management approval.
- Participates in Public Information Team meetings.
- Facilitates Solano County Assistants to Superintendents (SCATS) meetings.

MARGINAL DUTIES

- May supervise staff as assigned.
- May photograph events within the department.
- May draft summary of events for social media.
- Accompanies the Superintendent to meetings as necessary.
- May serve as a member of the Management Advisory Council of the Solano County Office of Education.
- Performs other duties as assigned.

SUPERVISION RECEIVED

Employees in this classification receive limited and general supervision.

SUPERVISION EXERCISED

Employees in this classification may supervise staff as assigned.

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)		