

**SAN DIEGO COUNTY OFFICE OF EDUCATION**  
**Personnel Commission**

**CLASS TITLE: EXECUTIVE ASSISTANT I, HR (Grade 56)**

**DEFINITION:**

Under general direction of an Assistant Superintendent or a direct report to the Superintendent, performs a wide variety of highly responsible and confidential administrative, secretarial and operational support to the Human Resource Services Department. Serves as the Recording Secretary for the SDCOE Personnel Commission.

**DISTINGUISHING CHARACTERISTICS:**

The Executive Assistant series is distinguished from the Administrative Assistant III classification in that positions in the Administrative Assistant series provide clerical support to a program or unit and an assigned administrator, typically at the Director, Senior Director, or Executive Director level, while Executive Assistant positions relieve an assigned cabinet-level administrator or Board of Education member of clerical detail and perform a variety of administrative tasks related to the functions and services of the related program or unit.

The Executive Assistant I performs a variety of clerical and administrative duties, under regular supervision, in support of an Assistant Superintendent or a direct report to the superintendent, and provides primary clerical and office administrative services to an office of major scope and accountability.

The Executive Assistant II performs a variety of advanced clerical and administrative duties to support members of the San Diego County Board of Education.

The Executive Assistant III performs more advanced clerical and administrative duties, under minimal supervision, in support of the County Superintendent.

**REPRESENTATIVE DUTIES:**

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

**ESSENTIAL FUNCTIONS:**

Performs a wide variety of highly responsible and confidential administrative, secretarial, and operational support to the Human Resources Services Department, and serves as the departmental administrative lead.

Serves as the Recording Secretary for the SDCOE Personnel Commission; attends Commission meetings to take and transcribe minutes; makes special arrangements for meetings and

disciplinary hearings before the Commission; compiles, prepares, and distributes materials for Commission agendas, actions, and special reports.

Provides and disseminates information, provides recommendations and facilitates the communication between internal SDCOE staff, division, or County Office personnel, school district administrators, agencies, businesses, and the public on a variety of issues.

Maintains and coordinates the assigned administrator's calendar and schedules, including appointments, SDCOE events, school visits, and speaking engagements.

Communicates with division managers to relay information on attendance, events, agendas, meetings, and district contacts; provides reminders of various operational events, trainings, and meetings.

Prepares a variety of business and confidential documents, sensitive correspondence, contracts, agendas, presentations, and meeting minutes including those of a confidential nature.

Prepares documents and information related to collective bargaining activities including employee relations and negotiations; establish, prepare and maintain various records, files, lists and reports.

Prepares complex reports, maintains spreadsheets, and generate data queries in support of departmental activities.

Monitors, generates, and manages contracts, MOU's, and other documents for accuracy, completeness, and consistency; verifies standard contractual language and insurance required; submits related documents for review and approval.

Interprets and explains County Office administrative regulations, rules, collective bargaining agreements, Merit Rules and Regulations for the Classified Staff, policies, and procedures to the public, school district personnel, and SDCOE staff, and serves as a resource to other support personnel and County Office staff members.

Schedules and arranges appointments, meetings, conferences, workshops and other events; prepares and sends out notices of meetings.

Compiles and prepares agenda items and other required information for related meetings and events; takes and distributes minutes as directed.

Reserves and prepares facilities, supplies, and audio-visual equipment for meetings and events.

Maintains appointment and activity schedules and calendars for assigned administrator, including coordinating travel arrangements, registrations, hotel reservations, travel authorizations, and expense and reimbursement reports.

Collects, reviews, and prepares Board items, ensuring that they are scheduled and submitted in accordance with applicable rules and deadlines.

Prepares, monitors, and implements assigned budgets, including expenditures and projected costs; completes revisions, transfers, and adjustments as directed.

Monitors and maintains adequate inventory levels of office and designated supplies.

Creates, processes, codes, and tracks purchase orders and invoices as for goods and services.

Receives, processes, and tracks work order requests, and tracks to ensure that work requests are completed.

Leads, trains, and provides work direction to clerical support staff as assigned.

Generates Personnel Action Forms (PAFs) for new hires and limited term employees.

Maintains and monitors time sheets and related expenses.

Collects payments for assigned programs, and deposits checks or monies collected.

Prepares and maintains a variety of records, presentations, and logs related to programs, financial activity, budgets, staff, and assigned duties, and establishes and maintains electronic and paper filing systems.

Reviews, revises, verifies and proofreads a variety of documents; creates flyers and updates department website information as assigned.

Inputs a variety of data into an assigned computer system or database, and ensures the accuracy of input and output data; initiates queries and generates various computerized lists and reports.

Composes, edits, and prepares correspondence to support department and administrator activities.

Creates, issues and coordinates service contracts and renewals.

Monitors and updates departmental website content as needed.

Answers, screens, and routes telephone calls, mail and emails; greets and screens visitors and directs visitors to appropriate personnel.

Utilizes independent judgement and analysis with complex personnel matters, interpretation of Education Code, adherence to Brown Act, and Merit System regulations.

Operates a variety of office equipment including a computer and assigned software.

Attends meetings and participates in activities on behalf of the assigned Administrator, and serves on committees as assigned.

Trains and provides work direction, leadership, support, and assistance to staff; arranges for disciplinary sessions as directed.

**NON-ESSENTIAL FUNCTIONS:**

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to education, training and experience which clearly demonstrate possession of the knowledge and abilities described above. An example of qualifying experience and education would be: Associate degree and three years of progressively responsible experience working for an administrator of a large and complex division, department or agency or responsible secretarial experience of comparable depth and breadth of assignment. Experience in an educational setting is desirable.

**CREDENTIAL/LICENSE/CERTIFICATION:**

N/A

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

San Diego County Office of Education organization, operations, policies and procedures.

Functions and secretarial operations of an administrative office.

Applicable laws, Education Codes, regulations, policies and procedures related to assigned activities.

Modern office practices, procedures and equipment.

Record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Budgeting and fiscal functions/practices regarding monitoring and control.

Methods of collecting and organizing data and information.

Business letter and report writing, editing and proofreading.

Public relations and training techniques.

Operation of a computer and assigned software.

Arithmetic computations.

**ABILITY TO:**

Perform complex and responsible secretarial and administrative assistant duties to relieve the Assistant Superintendent of a variety of administrative details.

Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.

Plan, coordinate and organize office activities and flow of communications and information for the assigned administrator.

Organize complex material and summarize discussions and actions taken in report form.

Compile and prepare comprehensive reports concerning a broad spectrum of subject matter.

Analyze and interpret Education Codes, policies and regulations to officials, staff and the public.

Compose effective correspondence independently.

Maintain confidentiality of privileged and sensitive information.

Train and provide work direction, leadership, support and assistant to staff.

Ensure efficient and timely completion of office and program projects and activities.

Understand and resolve issues, complaints or problems.

Type or input data accurately at an acceptable rate of speed.

Operate a variety of office equipment including a computer and assigned software.

Establish and maintain cooperative and effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.

Plan and organize work.

Meet schedules and time lines.

Work independently with little direction.

Work confidentially with discretion.

Communicate effectively both orally and in writing.

Perform arithmetic computations with speed and accuracy.

**WORKING CONDITIONS & PHYSICAL ABILITIES:**

Office environment.  
 Constant interruptions.

Must be able to hear and speak to exchange information; see to perform assigned duties; sit and/or stand for extended periods of time; possess dexterity of hands and fingers to operate a computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lift light objects.

Established	Approved by the Personnel Commission	Revised	FLSA Status	Salary Grade
			Non-Exempt	Confidential Support Grade 56