

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

**CLASS TITLE: EXECUTIVE ASSISTANT II (Grade 58)**

**DEFINITION:**

Under general direction, performs a wide variety of highly responsible and confidential administrative, secretarial, and operational support to the members of the County Board of Education. Serves as the Recording Secretary for the San Diego County Board of Education.

**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:**

Provides complex and highly responsible clerical and administrative support to the County Board of Education, and to the Superintendent as needed, including performing deputy clerk functions.

Serves as the Recording Secretary for the San Diego County Board of Education.

Coordinates, compiles, prepares, and distributes Board agenda items and related materials.

Executive Assistant II

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Researches a variety of information and materials; develops and drafts logs, records, and reports, including follow-up on Board activities and actions.

Composes correspondence independently or in accordance with oral or written instruction requiring thorough knowledge of County Office policies and procedures; proofreads and edits materials to ensure completeness, accuracy, and compliance with County Office rules and regulations.

Communicates with County Office staff, Board members, school districts, parents, County and State officials, media, and the public regarding various County Office programs, activities, and other issues to provide and exchange general information and assistance.

Receives and screens office visitors and answers telephone calls; sorts, distributes, and routes mail; provides information and answers questions where judgment, knowledge, or interpretation of policies, procedures, regulations, and laws are necessary.

Responds to requests for information, and responds to issues, concerns, and problems brought to the Board Office by parents, teachers, District staff, and the public; escalates issues and refers sensitive matters as appropriate.

Develops and maintains budgets, audits assigned expenditures, and prepares decision packages/agenda items for the Board of Education, and maintains related records and files.

Coordinates and schedules meetings, presentations, special events, and travel arrangements for the Board Members; maintains assigned calendars; prepares and disseminates calendars of events.

Attends a variety of regular and special meetings; records, transcribes, prepares, and distributes minutes as appropriate.

Prepares agendas and minutes for meetings of the Board; prepares packets for distribution to appropriate individuals, and assists Board members as needed.

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

**NON-ESSENTIAL FUNCTIONS:**

Performs 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: possession of an associate's degree and four (4) 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 Code, Brown Act, regulations, Merit System rules, policies and procedures related to assigned activities of the San Diego County Office of Education.

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 practices regarding monitoring and control.

Methods of collecting and organizing data and information.

Business letter and report writing, editing and proofreading.

Public relations techniques.

Operation of a computer and assigned software.

Arithmetic computations.

**ABILITY TO:**

Perform complex and responsible secretarial and administrative assistant duties to relieve the Superintendent and County Board of Education 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 Superintendent and Board of Education.

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.

Maintain confidentiality of sensitive and privileged information.

Compose effective correspondence independently.

Maintain confidentiality of privileged and sensitive information.

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

Understand and resolve issues, complaints or problems.

Type or input data 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.

Executive Assistant II

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:**

Indoor/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 58