

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: EXECUTIVE ASSISTANT

BASIC FUNCTION:

Under the direction of an assigned Deputy Superintendent, perform highly responsible administrative assistant duties to relieve the Deputy Superintendent of a variety of administrative details; interpret policies and regulations to officials, staff and the public; plan, coordinate and organize office activities and flow of communications and information for the assigned administrator.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

records; create queries and generate a variety of computerized lists and reports; assure timely distribution and receipt of a variety of records and reports; assure accuracy of input and output data;

Maintain designated budgets and assure assigned accounts are accurate and expenditures are within federal or State requirements; compile data for budget preparation and assist in the planning and development of program budgets; monitor accounts and reconcile expenses; research, track and resolve discrepancies;

Prepare and maintain a variety of complex lists and records related to assigned duties; establish and maintain filing systems;

Perform special projects and prepare various forms and reports on behalf of the Deputy Superintendent; attend to administrative details on special matters as assigned; perform varied duties related to the Deputy Superintendent's area of responsibility and assigned programs;

Operate and maintain a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software; arrange for equipment repairs as needed;

Communicate with other departments, administrators and outside agencies to coordinate activities, exchange information and resolve issues or concerns; obtain and provide information, records and materials to staff and the public where judgment, knowledge and interpretation of policies and regulations and organizational functions and pr4(e a)e po(s)-11(a2(ni))9(a)-16stnetu(v).

Public relations techniques;
Operation of a computer and assigned software.

ABILITY TO:

Perform highly responsible and confidential administrative assistant duties to relieve the Deputy 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;
Compose effective correspondence independently;
Maintain a variety of complex files and records;
Assure efficient and timely completion of office and program projects and activities;
Understand and resolve issues, complaints or problems;
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;
Prioritize and schedule work;
Work independently with little direction;
Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate's degree in office computer applications or related field and four years of increasingly responsible administrative assistant experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Ability to exchange information in person or on the telephone;
Ability to operate a computer keyboard;
Ability to read a variety of materials;
Sitting or standing for extended periods of 34 >>BDC 0.002 Tc -0.002 Tw/MCID 3.1111rxto read a variety of