

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: SENIOR EXECUTIVE ASSISTANT

BASIC FUNCTION:

Provides primary executive level administrative support the Deputy Superintendent, Instructional Services by coordinating projects and communications, managing information and administrative systems; scheduling appointments; preparing reports; and maintaining files.

Department heads, school district activities, exchange

information; computing summaries.

and documents related to payroll forms, purchase orders,

office policies and internal modifications to practices and

agendas, creating brochures communications, preparing minutes, and preparing

minutes, and preparing and

and hotel accommodations,

overseeing division operating staff; communicating with the administrative procedures are

maintaining database files and

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Organizational and division-level operations, policies and procedures;

Executive-level administrative support requirements, methods, practices and procedures;

Purposes, objectives, and procedures of the departments and programs within the Instructional Services Division;

Advanced administrative technical and writing skills required to draft business correspondence, edit and proofread reports, create spreadsheet, PowerPoint and electronic forms and documents;

Technical and operational knowledge of Microsoft Suite business applications including, Word, Excel, and PowerPoint and other relevant software.

Effective public relations techniques.

**ABILITY TO:**

Demonstrate a high level of adm 0.198 Tw [58join.4 (s)-5 (t)-6 (r)-1 (at)-lem