



CLASSIFICATION DESCRIPTION

TITLE: Executive Assistant

<u>Title of Immediate Supervisor:</u> Principal/Varies	<u>Department:</u> Varies	<u>FLSA Status:</u> Non-Exempt
<u>Accountable For (Job Titles):</u> Varies		<u>Pay Grade Assignment:</u> DFT/Clerical Local 692 Exhibit A, Salary Schedule Level G

General Summary or Purpose Of Job:
<p>Under administrative direction, initiates and coordinates clerical and secretarial functions in the implementation of administrative policies and procedures. Work responsibilities extend to providing administrative assistance and management support requiring a high degree of awareness, tact, creativity and initiative in directing and/or completing projects and resolving complex work problems or processes. Work responsibilities may extend to providing work direction to other support staff.</p> <p>This job class is distinguished as the highest level in the Office Support Specialist series. At this level, employees are responsible for highly complex staff support duties, including managing highly sensitive confidential information. Work is accomplished by directing and/or requiring the assistance of other support staff. The scope and complexity of this level deals with diverse work activities that require an extensive knowledge and understanding of school district operations</p>

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FREQUENCY
1.	Manages internal operations of a high ranking school official; provides leadership, work direction and daily oversight to ensure an efficient and timely flow of information and delivery of services.	25%
2.	Plans, organizes, implements and oversees the preparation of secretarial/clerical work.	10%
3.	Researches, compiles and analyzes data from a variety of sources.	10%
4.	Independently drafts financial, statistical and narrative reports or other documents as required.	10%
5.	Provides administrative support by researching questions, obtaining information, coordinating and disseminating information and following up on the progress and status of projects.	10%
6.	Utilizes advanced software skills to prepare correspondence, complex reports, tables and forms; prepares, maintains and provides statistical information; writes memos, correspondence and reports.	10%
7.	Manages various budgets; processes requisitions and payments.	10%
8.	Attends and participates in meetings; provides agenda and minutes support as necessary.	10%
9.	Performs related work as assigned.	5%



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Minimum Qualifications: (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

- High school graduation or equivalent.
- May require possession of an Associate degree in business or a related area.
- Five years of experience in advanced staff support.
- May require previous experience as a lead worker.

Certification or Licensing Requirements (prior to job entry):

None

Knowledge Requirements: (Requires knowledge of)

- District policies, regulations, procedures and processes.
- Applicable state and federal rules, regulations, policies and procedures.
- Customer service principles and practices.
- District budgeting and payroll systems.
- Modern office methods, practices and procedures.
- Bookkeeping procedures and principles.
- Advanced to expert level personal computer operations and software applications.

Skill Requirements: (Skilled in)

- Planning, organizing and setting work priorities and working independently without immediate supervision.
- Meeting predetermined deadlines and utilizing flexibility with work and priority shifts.
- Gaining cooperation and conformance without authority.
- Interpreting, explaining and applying written and oral instructions, procedures and regulations.
- Communication skills, both orally and in writing.
- Determining priorities in the handling of unique and/or complex problems.
- Promoting public relations and dealing tactfully and diplomatically with staff, students and the public.
- Maintaining confidentiality with highly sensitive information, issues and situations.

Physical Requirements: (Indicate according to the requirements of the essential duties/responsibilities)

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		x		
Walk			x	
Sit			x	
Use hands dexterously (use fingers to handle, feel)				x
Reach with hands and arms			x	
Climb or balance	x			
Stoop/kneel/crouch or crawl		x		
Talk and hear				x
Taste and smell	x			
Lift & Carry: Up to 10 lbs.			x	
Up to 25 lbs.		x		
Up to 50 lbs.	x			
Up to 100 lbs.	x			
More than 100 lbs.	x			



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General Environmental Conditions:

General Physical Conditions:

Work can be generally characterized as:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

Vision Requirements: (Check box if relevant)	Yes	No
No special vision requirements	x	
Close Vision (20 in. of less)		
Distance Vision (20 ft. of more)		
Color Vision		
Depth Perception		
Peripheral Vision		

Job Classification History:

Description revised by Laumeyer Human Resource Solutions May/11