

**LANE EDUCATION SERVICE DISTRICT
JOB DESCRIPTION**

POSITION TITLE:	Executive Assistant
DEPARTMENT/SERVICE AREA:	Administrative Services
REPORTS TO:	Superintendent
FLSA STATUS/ CLASSIFICATION:	Exempt, Confidential
SALARY PLACEMENT:	260

POSITION PURPOSE/SUMMARY:

The Executive Assistant provides high-level professional and confidential administrative support services to the Superintendent's Office and ESD Board, acts as a liaison between the superintendent, employees and the public. Within guidelines set by the superintendent, this position must interpret and disseminate information related to district organization, programs, policies and rules. This position is often privy to confidential information and as such, requires diplomacy and discretion. The incumbent must be able to apply equitable and inclusive practices and actively contribute to developing and maintaining a community of belonging within ESD programs and support the ESDs goal/vision to eliminate academic disparities among students because of race, gender, ethnicity, disability, sexual orientation, or socio-economic status.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- To provide administrative and scheduling support by:
 - Maintaining the calendars of the Superintendent's Office, schedule appointments, and coordinate meetings.
 - Planning, scheduling, and organizing meetings for the Board of Directors and Budget Committee, ensuring legal compliance with public meeting laws (notice requirements, agenda posting, and record-keeping).
 - Preparing and distributing agendas, meeting minutes, and relevant materials for the Board of Directors and Budget Committee meetings.
 - Preparing meeting agendas, notes, and materials for the Superintendent's Council and other key meetings.
 - Coordinating and supporting events, conferences, and workshops, including logistics, venue arrangements, food, supplies, and participant communication.
 - Serving as receptionist to the Superintendent's Office and providing fill-in front desk reception service.

- To develop and maintain communication and public relations by:
 - Acting as liaison between the Superintendent, Board members, district staff, elected officials, and the general public.
 - Developing and disseminating communications for the Board, Superintendents' Council, and ESD stakeholders.
 - Maintaining and updating the Board webpage with accurate and timely information, including agendas, minutes, board recordings, policies, and public-facing resources.
 - Maintaining strong communication with Board members, district superintendents, and other stakeholder groups.
 - Responding to public and staff inquiries appropriately, ensuring consistent communication standards.
- To oversee the records and documents by:
 - Managing the Superintendent/Board archives, records systems, and legal resource library.
 - Creating, organizing, and maintaining confidential and public records, resource materials, and documents in both digital and physical formats.
 - Tracking deadlines, reports, projects, and events on the Superintendent's Office and Board calendars.
 - Monitoring and maintaining organizational information from key educational and governmental sources (e.g., Oregon Department of Education, OSBA, COSA).
- To provide support with policy, budget, and procurement by:
 - Coordinating the development and revision of Board Policies and Administrative Rules, ensuring updates are communicated and implemented.
 - Providing guidance on policy interpretation in collaboration with the Superintendent.
 - Assisting in the development, monitoring, and management of the Superintendent's and Board's budgets.
 - Overseeing procurement activities for the Superintendent's Office and Board of Directors, ensuring fiscal responsibility and compliance.
- To provide help with hiring and personnel processes by:
 - Supporting the hiring process for cabinet-level positions in collaboration with the Superintendent's Office and Human Resources.
 - Assisting with the development and maintenance of license and classified job descriptions.
- To assist with agency wide communication by:
 - Managing regular communication throughout the agency with newsletters, memos, and emails
 - Organizing/gathering articles for an inter-agency newsletter.

- Developing staff handbooks and manuals for the agency through collaboration with Human Resources.
- To help with the implementation of strategic and operational goals by:
 - Supporting special projects for the Superintendent's Office and ESD leadership.
 - Monitoring and tracking key project deadlines, reports, and tasks related to the Superintendent's Office and Board to ensure timely completion.
 - Assisting in the planning and organization of strategic initiatives aligned with the Superintendent's goals.
- To represent the ESD professionally and ensure compliance by:
 - Acting in a professional manner, maintaining a positive and collaborative working environment at all times.
 - Ensuring compliance with ESD policies, practices, and performance expectations.
 - Performing other related duties as assigned by the Superintendent.

QUALIFICATIONS AND REQUIREMENTS:

Education and Experience

- Two (2) years post-secondary education in business, communications, or office management.
- A minimum of five (5) years progressively responsible experience in administrative or executive secretary responsibilities and/or office management responsibilities.
- Consideration will be given to an alternative combination of experience and training that provides the knowledge, skills, and abilities required to perform the job.

Knowledge, Skills and Abilities

- Ability to review and evaluate documents related to agency operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve issues.
- Ability to maintain the confidentiality of sensitive and confidential information related to personnel, district financial, collective bargaining and legal matters.
- Excellent planning, organizational, problem-solving and decision-making skills, including flexibility and adaptability, to manage administrative office functions in a timely manner while maintaining accuracy and attention to detail.
- Excellent oral communication and interpersonal skills with the ability to work with a diversity of the public and District personnel using tact, courtesy and good judgment.
- Ability to communicate effectively in writing using appropriate grammar, spelling and composition.
- Ability to identify, collect and analyze pertinent data; to make reasoned decisions based on data; and to exercise independent judgment. Ability to use sound judgment in recognizing scope of authority.
- Ability to work at a high level of skill in the operation of business systems and software,

including word processing, spreadsheets, databases, project planning, calendaring, and email.

- Ability to exercise a high level of independence in originating, planning, and adapting systems to accomplish tasks.

PHYSICAL DEMANDS:

The position requires minimal physical exertion. The specialist is normally standing, walking or sitting as required. Periodically the specialist may be required to do some light lifting of materials/supplies up to 20 lbs when transitioning from site to site.

WORK ENVIRONMENT/CONDITIONS:

Generally, the specialist works in an indoor work environment performing clean, non-hazardous work. This position may require travel between multiple classrooms on one campus. The teacher may encounter inclement weather during the work day.

WORK EXPECTATIONS:

- Effectively engage with individuals from diverse cultures or backgrounds.
- Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting.
- Utilize appropriate equipment and software as established for agency use as well as other equipment and software appropriate to the assignment.
- Maintain regular and punctual attendance.
- Confer regularly with immediate supervisor.
- Follow all District work procedures and reasonable requests by proper authority.
- Perform program responsibilities in accordance with statutes, administrative rules, and policies.

EVALUATION:

Performance will be evaluated in accordance with the provisions of Board policy and the evaluation program adopted for the position.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Reviewed by

Approved by Executive Director of Human Resources - Morgan Christensen

Created

Last Revised 4/25/25