

**TEHAMA COUNTY DEPARTMENT OF EDUCATION
JOB DESCRIPTION
EXECUTIVE ASSISTANT TO THE COUNTY SUPERINTENDENT/OFFICE MANAGER**

DEFINITION:

Under minimal supervision, performs a wide variety of highly responsible, confidential, and complex administrative duties to relieve the Tehama County Superintendent of Schools. Provides support to the Tehama County Board of Education and coordinates and oversees the general office functions of the Tehama County Department of Education. Requires high level of independent judgment within established policies and department procedures.

ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found in positions within this department.

- Provide administrative support to the Tehama County Superintendent of Schools and Tehama County Board of Education.
- Gather items, prepare the agenda, and take the minutes of the Tehama County Board of Education and Tehama County Administrative Council meetings.
- Coordinates activities of the County Committee on School District Organization.
- Coordinate and set up preliminary data on redistricting/territorial change requests.
- Coordinate interdistrict attendance and expulsion appeal hearings and act as liaison to all parties involved.
- Review and update Board bylaws, Board/Superintendent policies and administrative regulations, as necessary.
- Responsible for school district and County Board of Education election process, including preparation of legal documents and dissemination to districts. Works closely with County Clerk and elections office to meet timelines.
- Coordinate the filing of Annual Disclosure Statements by administrative staff and County Board of Education members.
- Receive, sort, and screen department mail and independently respond to letters and general correspondence.
- Initial contact with the public in person and on the phone for the County Superintendent of Schools.
- Receive and screen office visitors and answer telephone calls; provide information and answer questions where judgment, knowledge or interpretation of policies, procedures, regulations and laws are necessary; exercise discretion in public contacts.
- Use a customer service approach to all telephone conversations, giving information and responses not requiring the attention of the County Superintendent of Schools.
- Communicate with other departments, administrators, and outside agencies to coordinate activities, exchange information and resolve issues or concerns utilizing initiative, problem analysis techniques, good judgment, and confidentiality.

Job Description - Executive Assistant to the County Superintendent/Office Manager

- Maintain the County Superintendent of School's appointment calendar; make travel arrangements, including conference registration, transportation, and lodging.
- Establish and maintain administrative files and recordkeeping systems.
- Plan and coordinate employee events.
- Oversee the organization and operations of office functions. Recommend, implement, and maintain office systems and procedures.
- Prepare, maintain and type a variety of materials such as reports, correspondence and other documents; proofread and edit materials to assure completeness, accuracy and compliance with department rules and regulations.
- Attend a variety of meetings and events and represent the County Superintendent of Schools at meetings as directed; provide administrative assistance and serve as recording secretary to special committees as requested; attend workshops, classes and other events.
- Operate a variety of office machines and equipment.
- Supervise the Receptionist and provide work assignments, when necessary.
- Exercise supervisory responsibility over office clerical staff when necessary.
- Train and evaluate the performance of assigned staff; assign and review the work of others; participate in selection, termination and discipline procedures.
- Coordinate and maintain scholarship funds.
- Coordinate Tehama County Teacher of the Year and Feature Teacher.
- Organizes logistics for Tehama County Career Day.
- Maintain master set of vehicle keys and department keys, including all sites, checking out keys when necessary.
- Maintain department phone system, calling service and programming when necessary. Approve phone bills monthly.
- Administrator of Department credit cards. Provide training as necessary.
- Maintain department security alarm codes.
- Perform other related duties as assigned.
- Drive occasionally for department business (optional).

QUALIFICATIONS

Knowledge of:

- Policies, functions, programs, and procedures of the Tehama County Department of Education.
- Modern office practices, procedures, and equipment as well as correct English usage, spelling, punctuation, and telephone techniques.
- Basic bookkeeping and recordkeeping principles and procedures.
- Principles of supervision, training, performance evaluation, and work coordination.
- Standard computer programs for office use.

Skills and Ability to:

- Learn, interpret, and apply administrative and departmental policies, laws, and rules with good judgment.
- Analyze situations carefully and adopt effective courses of action.

Job Description - Executive Assistant to the County Superintendent/Office Manager

- Establish and maintain effective working relationships with staff and the general public.
- Communicate effectively with a variety of people and represent the best interests of the Department in an appropriate manner.

EXPERIENCE AND EDUCATION:

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

- Minimum of five years progressively responsible administrative secretarial experience and two years of documented supervisory experience.
- Typing and computer skills at a level necessary for expected job performance.
- Valid California driver's license with evidence of insurance.

Education: High school graduate or equivalent.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.

This type of work involves sitting most of the time, but may involve walking or standing for brief periods.

Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by the County Superintendent.