



**Orange County Department of Education
Human Resources Department
Confidential Class Specification**

Class Code: 5099

**FLSA Status: Nonexempt
Union Representation: Unrepresented**

Lead Senior Executive Assistant to the County Superintendent

GENERAL PURPOSE

Under general direction, serves as primary assistant to the Superintendent and performs a wide variety of complex, sensitive, and confidential administrative support functions; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Lead Senior Executive Assistant to the County Superintendent serves as a lead and/or major resource in the Superintendent's Office and is responsible for planning, coordinating, supervising, and carrying out administrative functions and activities for the Office of the Superintendent to ensure a smoothly operating office in a highly sensitive and changing environment involving Orange County Department of Education (OCDE) board members, top administrators, and elected and appointed officials of Orange County school districts. Incumbents perform complex, diverse, and confidential duties in support of the elected Superintendent in their interactions with state department of education officials, other county school districts, business and community organizations, interest groups, parents, other governmental officials, administrators, employee organizations, and the public.

Lead Senior Executive Assistant to the County Superintendent is distinguished from Senior Executive Assistant to Superintendent's office in that incumbents in the former class provide administrative and secretarial support to the County Superintendent and act as lead in the Superintendent's Office. This support involves dealing with sensitive, confidential, and complex issues of Department of Education-wide impact and regular interaction with board members, top executives, and other elected officials and requires a thorough knowledge of OCDE policies and practices.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Plan, organize, supervise, and evaluate the work of assigned staff; develop, implement, and monitor work plans to achieve office goals and objectives; and participate in developing, implementing and evaluating work programs, plans, processes, systems, and procedures to achieve office and OCDE goals, objectives, and performance measures consistent with OCDE's quality and service expectations.
2. Plan and evaluate the performance of assigned staff; establish performance requirements and personal development targets; regularly monitor performance and provide coaching for performance improvement and development goals; and subject to management concurrence, take disciplinary action, up to and including termination.

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3. Provide day-to-day leadership and work with staff to ensure a high performance, customer service-oriented work environment which supports achieving OCDE objectives and service expectations; provide leadership and participate in programs and activities that promote a positive employee relations environment.
 4. Provide confidential and complex secretarial and administrative support to the Superintendent; type and/or draft memoranda, correspondence, documents, and reports often of a highly sensitive and confidential nature; ensure materials and reports for signature are accurate and complete; proofread and check typed and other materials for accuracy, completeness, and compliance with OCDE standards, policies, and procedures; screen, determine priority, and route incoming correspondence; provide and initiate e-mail correspondence for the Superintendent; greet, receive, and/or screen visitors and telephone calls to the Superintendent's Office; create, organize, and maintain specialized, confidential, and other office files or filing systems; and oversee maintenance of records in compliance with OCDE policies and procedures and state requirements.
 5. Serve as primary assistant to the Superintendent and act as liaison in coordinating matters between Superintendent's office and others; interact with Board members, OCDE administrators, managers, principals, staff, parents, state department of education officials, superintendents, and officials of other county school districts, the media, and other external stakeholders on a wide variety of inquiries, complaints, and issues, many of which may be of a complex, sensitive, confidential, or urgent nature requiring the use of sound independent judgment and discretion; research, analyze, interpret, and provide information on OCDE policies and procedures within areas of responsibility; refer issues to appropriate staff or take or recommends action to resolve the issue; and follow up to ensure that needed action is taken.
 6. Set up and maintain Superintendent's calendar; coordinate, arrange, and confirm meetings; prepare agendas, material, and talking points; screen requests for appointments; make and confirm travel arrangements; submit conference registration; arrange hotel and flight reservations; develop and complete itineraries, travel forms, and other related documentation; and serve as communications liaison with the superintendents' executive assistants in all county school districts.
 7. Plan and make event arrangements, including securing locations, for OCDE-wide staff meetings, planning sessions, meetings with regional school superintendents, and other Superintendent-led events; schedule and create agendas for monthly cabinet meetings; and attend meetings and take minutes for approval and distribution.

OTHER DUTIES

1. Represent OCDE, Superintendent, Chief Academic Officer, and the Board of Education at organization and community meetings and functions.
2. Serve as co-communicator in convening meetings of the Office Support Leadership Team to provide information and direction regarding the implementation and interpretation of new and revised policies and procedures.

QUALIFICATIONS

Knowledge of:

1. Advanced office administrative and management practices and procedures.

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2. Principles and practices of sound business communication; and correct English usage, including spelling, grammar, and punctuation.
 3. OCDE organization, rules, policies, administrative regulations, procedures, and provisions of the Education Code applicable to areas of assigned responsibility.
 4. The role and responsibilities of a public governing board and applicable state law, code, and regulations governing the conduct of public meetings and maintenance of public records.
 5. Basic principles and practices of public administration, including purchasing and maintenance of public records.
 6. Advanced uses of word processing, spreadsheet, database, and other standard software to create complex documents and materials requiring the interpretation and manipulation of data.
 7. Research techniques, methods, and procedures.
 8. Principles and practices of effective supervision.
 9. OCDE human resources policies and labor contract provisions.

Ability and Skill to:

1. Plan, organize, and carry out daily activities and administrative functions of the Superintendent's Office in a sensitive and highly visible political and organizational environment requiring management of multiple and changing priorities.
2. Organize, set priorities, and exercise sound independent judgment within areas of responsibility.
3. Interpret, apply, explain, and reach sound decisions in accordance with laws, regulations, rules, and policies.
4. Plan and make event arrangements, including facilities locations, food/refreshments, audio visual equipment set up and materials for distribution, with high attention to detail.
5. Operate a computer and word processing software and other standard office equipment; and type accurately.
6. Manage multiple and rapidly changing priorities calmly and efficiently.
7. Organize, research, and maintain complex and confidential office files.
8. Compose correspondence, prepare presentations, talking points, and other documents and make arrangements from brief instructions.
9. Communicate clearly and effectively, both orally and in writing.
10. Prepare clear, accurate, and concise records and reports.
11. Maintain highly sensitive and confidential information.
12. Deal with sensitive and difficult situations.
13. Establish and maintain highly effective working relationships with OCDE Board of Education, administrators, superintendents and officials of other county school districts, staff, faculty, business and community leaders, other elected officials, parents, the public and others encountered in the course of work.
14. Must demonstrate attendance sufficient to complete the duties of the position as required.

Education, Training, and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or high school equivalency test; and at least seven (7) years of increasingly responsible office administrative or secretarial experience, at least two (2) of which were in a lead capacity; or an equivalent combination of training and.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class.

Physical Demands

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification perform deskwork for extended periods; read written and electronic materials; communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); and access and operate all required equipment for job duties. The position may include occasional need to traverse uneven surfaces. May move items weighing up to 25 pounds.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve administrative problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform detailed work; work on multiple, concurrent tasks often with frequent interruptions; work under deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee works under typical office conditions, and the noise level is usually quiet.

Created: 3/2025