



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

**Class Code: 5087**

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

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**Senior Executive Assistant, Administrative Services**

**GENERAL PURPOSE**

Under general direction, serves as primary the assistant to the Associate Superintendent, Administrative Services and performs a wide variety of complex, sensitive, and confidential administrative support functions; supervises other staff providing administrative support services within the Associate Superintendent's office; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

The Senior Executive Assistant, Administrative Services is responsible for planning, coordinating, supervising, and carrying out administrative functions and activities for the Associate Superintendent and for coordinating work with directors, site administrators, and other staff to ensure a smoothly operating office in a highly sensitive and changing environment involving Board of Education members and top executives. Incumbents perform complex, diverse, and confidential duties in support of Cabinet members and their interactions with the Superintendent, Board members, district administrators, directors, site administrators, principals, state, federal, and local agencies and community organizations, interest groups, parents, and the public.

Senior Executive Assistant is distinguished from Senior Executive Assistant to Superintendent's Office in that incumbents in the latter class provide administrative and secretarial support to the Superintendent, Deputy Superintendent and to the Board of Education. 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. Interview, select, organize, supervise, coach, and evaluate the performance and work of assigned staff; with staff, develop, establish, implement, and monitor work plans to achieve assigned goals and objectives; provide coaching for performance growth and improvement; subject to management concurrence, takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with OCDE's human resources policies and labor contract provisions.
2. Participate in developing, implementing, and evaluating work programs, plans, processes, systems, and procedures to achieve department/program and OCDE goals, objectives, and performance measures consistent with OCDE's quality and service expectations.

3. Serve as primary assistant to the Associate Superintendent and supervise administrative operations of the office; represent the Associate Superintendent in providing information on OCDE policies and procedures and interacting with OCDE administrators, managers, principals, and staff; and with district administrators and external stakeholders on a wide variety of issues; maintain division master calendar and master staff roster; and handle a variety of administrative tasks not requiring the Associate Superintendent's attention.
4. Provide administrative support to Administrative Services leadership team during OCDE's collective bargaining processes; coordinate communication with the bargaining teams; maintain bargaining process proposals, records, and documents; and update and maintain collective bargaining agreements.
5. Supervise and perform a wide variety of administrative duties to support the work of the Associate Superintendent; compose and/or draft reports, memoranda, correspondence, presentations, forms, requisitions, contract requests, and other documents and reports often of a highly sensitive and confidential nature; proofread and check a variety of forms, documents, and other materials for accuracy, completeness, and compliance with OCDE standards, policies, and procedures; type and process a variety of documents associated with division functions and processes; disseminate communications to all division work locations.
6. Maintain the Associate Superintendent's calendar; coordinate, arrange, and confirm meetings, conferences, and appointments; screen requests for appointments; schedule a variety of internal and external meetings; attend division meetings to maintain up-to-date knowledge of division activities; take and maintain minutes of meetings and distribute applicable information to department directors and staff; and create and maintain a wide variety of general and specialized files.
7. Make and confirm travel arrangements; submit conference registration; arrange hotel and flight reservations; develop and complete itineraries, travel forms, and other related documentation; and compile and prepare reimbursement requests.
8. Review, determine priority, and route incoming correspondence, email, reports, and other documents; handle or refer matters in accordance with established procedures; act as liaison in coordinating matters between the Associate Superintendent and division management staff.
9. Draft, review, proofread, and/or edit board agenda items and transmittal memos; receive action items and memoranda for Board meetings from division departments and sections and reviews items for accuracy and format; coordinate, review, assemble, and prepare division packets and submit to the Superintendent's office for signature and submission to the Board; research and gather information on specific items; maintain and update Board policies and administrative regulations for the division.
10. Plan and make all event arrangements for staff meetings, retreats, academic events, staff development sessions, and a variety of other Cabinet member-led events; secure locations and make food/refreshment and equipment arrangements.
11. Receive and screen visitors and telephone calls, providing information and handling issues that often require sensitivity and use of sound, independent judgment; respond to requests for information, refer matters to appropriate OCDE staff, and/or take or recommends action to resolve the request.
12. Research and assemble information from a variety of sources for the preparation of reports, correspondence, and presentations for the Associate Superintendent; conduct special studies and recommend procedural or other changes.

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13. Assist with the division budget; prepare budget transfers.
  14. Support district administrators with resources, information, surveys, data collection, communication, meetings, and other related activities.
  15. Coordinate the annual process for filing Statements of Economic Interest.

#### **OTHER DUTIES**

1. Serve on assigned OCDE committees.
2. Manage special projects and provide support for division programs as assigned; administer contracts on behalf of the Associate Superintendent and prepare required documents and reports; and supervise the work of temporary and contract program staff.
3. Provide back up for other administrative support staff.

#### **QUALIFICATIONS**

##### **Knowledge of:**

1. Advanced office administrative and management practices and procedures.
2. Principles and practices of sound business communication; 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 the daily activities and administrative functions of a Cabinet member's office in a sensitive and highly visible political and organizational environment requiring the 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, audiovisual 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.

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; and type accurately.
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 district staff, faculty, business and community leaders, other elected officials, parents, the public, and others encountered in the course of work.
14. 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 five (5) years of increasingly responsible office administrative or secretarial experience and two (2) years of which were in a lead capacity; or an equivalent combination of training and experience.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**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.

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## **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.

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