



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

**Class Code: Senior Exec Asst – 5094
Class Code Senior Exec Asst HR/Conf – 5087
Date Adopted: July 1, 2008**

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

SENIOR EXECUTIVE ASSISTANT

SENIOR EXECUTIVE ASSISTANT – HR/CONFIDENTIAL

GENERAL PURPOSE

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

DISTINGUISHING CHARACTERISTICS

Senior Executive Assistants are responsible for planning, coordinating, supervising, and carrying out administrative functions and activities for executives who are members of the Superintendent's Cabinet 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, PAR/site administrators, principals, state, federal, and local agencies and community organizations, interest groups, parents, and the public.

Senior Executive Assistant – HR/Confidential is responsible for providing executive assistance to the Assistant Superintendent, Administrative Services, with responsibility for providing administrative support for OCDE's collective bargaining process.

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

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Interviews, selects, organizes, supervises, coaches, and evaluates the performance and work of assigned staff; with staff, develop, establish, implement, and monitor work plans to achieve assigned goals and objectives; provides 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)

2. Participates 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. Serves as primary assistant to a Cabinet member and supervises administrative operations of that executive's office; represents the executive 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; maintains division master calendar and master staff roster; handles a variety of administrative tasks not requiring the executive's attention.
4. Supervises and performs a wide variety of administrative duties to support the work of the executive; composes and/or drafts reports, memoranda, correspondence, presentations, forms, requisitions, contract requests, and other documents and reports often of a highly sensitive and confidential nature; proofreads and checks a variety of forms, documents, and other materials for accuracy, completeness, and compliance with OCDE standards, policies, and procedures; types and processes a variety of documents associated with division functions and processes; disseminates communications to all division work locations.
5. Maintains the Cabinet member's calendar; coordinates, arranges, and confirms meetings, conferences, and appointments; screens requests for appointments; schedules a variety of internal and external meetings; attends division meetings to maintain up-to-date knowledge of division activities; takes and maintains minutes of meetings and distributes applicable information to department directors and staff; creates and maintains a wide variety of general and specialized files.
6. Makes and confirms travel arrangements; submits conference registration; arranges hotel and flight reservations; develops and completes itineraries, travel forms, and other related documentation; compiles and prepares reimbursement requests.
7. Reviews, determines priority, and routes incoming correspondence, email, reports, and other documents; handles or refers matters in accordance with established procedures; acts as liaison in coordinating matters between the Cabinet member and division management staff.
8. Writes, reviews, proofreads, and/or edits board agenda items and transmittal memos; receives action items and memoranda for Board meetings from division departments and sections and reviews items for accuracy and format; coordinates, reviews, assembles, and prepares division packets and submits to the Superintendent's office for signature and submission to the Board; researches and gathers information on specific items; maintains and updates Board policies and administrative regulations for the division.
9. Plans and makes all event arrangements for staff meetings, retreats, academic events, staff development sessions, and a variety of other Cabinet member-led events; secures locations and makes food/refreshment and equipment arrangements.
10. Receives and screens visitors and telephone calls, providing information and handling issues that often require sensitivity and use of sound, independent judgment; responds to requests for information, refers matters to appropriate OCDE staff and/or takes or recommends action to resolve the request.
11. Researches and assembles information from a variety of sources for the preparation of reports, correspondence, and presentations for the Cabinet member; conducts special studies and recommends procedural or other changes.
12. Assists with the division/department budget; prepares budget transfers.
13. Support district administrators with resources, information, surveys, data collection, communication, meetings, and other related activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)

Senior Executive Assistant – HR/Confidential

1. Provides administrative support to the Assistant Superintendent, Administrative Services during OCDE's collective bargaining processes; coordinates communications with the bargaining teams; maintains bargaining process proposals, records and documents; updates and maintains collective bargaining agreements.
2. Coordinates the annual process for filing Statements of Economic Interest.

OTHER DUTIES

1. Serves on assigned OCDE committees.
2. Manages special projects and provides support for division programs as assigned; administers contracts on behalf of the executive and prepares required documents and reports; supervises the work of temporary and contract program staff.
3. Provides 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 to:

1. Plan, organize, and carry out daily activities and administrative functions of a Cabinet member'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, audiovisual equipment set up and materials for distribution, with high attention to detail.
5. Type accurately at 50 WPM.
6. Operate a computer and word processing software and other standard office equipment.

Ability to (cont.):

7. Manage multiple and rapidly changing priorities calmly and efficiently.
8. Organize, research, and maintain complex and confidential office files.
9. Compose correspondence, prepare presentations, talking points, and other documents and make arrangements from brief instructions.
10. Communicate clearly and effectively, both orally and in writing.
11. Prepare clear, accurate, and concise records and reports.
12. Maintain highly sensitive and confidential information.
13. Deal with sensitive and difficult situations.
14. 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.
15. 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 G.E.D. equivalent; an Associate's degree in business management, communications, or a related field; and at least six years of increasingly responsible office administrative or secretarial experience, at least two 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

While performing the duties of this job, employees are regularly required to sit, walk, and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel, or operate computers and standard office equipment; reach with hands and arms from the waist to at or above shoulder level; bend, stoop, push, pull, grasp, squat, kneel, and twist to open file cabinet drawers, and lift up to 25 pounds from ground, waist, and chest level. Travel over uneven terrain that may include gravel or dirt, carry materials on stairs; some locations may have stairs and will not have elevators.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret complex and technical data, information, and documents; analyze and solve complex and urgent problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions and/or work under intensive deadlines; and interact with OCDE Board of Education, administrators, superintendents and officials of other County school districts, staff, faculty, business and community leaders, parents, students, and others 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.