



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

**Class Code: 5112
Date Adopted:**

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

Senior Executive Assistant to the Chief of Staff

GENERAL PURPOSE

Under general direction, serves as the primary assistant to the Chief of Staff 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

The Senior Executive Assistant to the Chief of Staff is responsible for planning, coordinating, supervising, and carrying out administrative functions and activities for the Chief of Staff 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 the Superintendent, Board of Education members, and other senior leaders. Incumbents perform complex, diverse, and confidential duties in support the Chief of Staff and the Chief of Staff's 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 to the Chief of Staff 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 and provide leadership to other Cabinet level support staff.

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. Serve as primary assistant to the Chief of Staff; interact with OCDE administrators, managers, principals, and staff and with district administrators and external stakeholders on a wide variety of issues; represent the Chief of Staff in providing information on OCDE projects and initiatives; handle a variety of administrative tasks not requiring the Chief of Staff's attention.
2. Perform a wide variety of administrative duties to support the work of the Chief of Staff; 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 as needed.

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3. Maintain the Chief of Staff'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 distributes applicable information to department directors and staff; and create and maintain a wide variety of general and specialized files.
 4. Make and confirm travel arrangements; submit conference registration; arrange hotel and flight reservations; develop and complete itineraries, travel forms, and other related documentation; compile and prepare reimbursement requests.
 5. 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 Chief of Staff and division management staff.
 6. Plan and make 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.
 7. Receive and screen 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 take or recommend action to resolve the request.
 8. Participate in developing, implementing, and evaluating work programs, plans, processes, systems, and procedures to achieve OCDE goals, objectives, and performance measures consistent with OCDE's quality and service expectations.
 9. Interview, select, organize, supervise, coach, and evaluate the performance and work of support 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, take disciplinary action to address performance deficiencies, in accordance with OCDE's human resources policies and labor contract provisions.
 10. Research and assemble information from a variety of sources for the preparation of reports, correspondence, and presentations; conduct special studies and recommend procedural or other changes.
 11. Support administrators and team representatives with resources, information, surveys, data collection, communication, meetings, and other related activities.
 12. Assist with the budget; prepare budget transfers.
 13. Manage special projects and provide support for division programs as assigned; administer contracts on behalf of the Chief of Staff and prepare required documents and reports;

OTHER DUTIES

1. Serve on assigned OCDE committees.
2. Provide back up for Superintendent's Office 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. Basic principles and practices of public administration, including purchasing and maintenance of public records.
5. Advanced uses of word processing, spreadsheet, database, and other standard software to create complex documents and materials requiring the interpretation and manipulation of data.
6. Research techniques, methods, and procedures.
7. Principles and practices of effective supervision.
8. OCDE human resources policies and labor contract provisions.

Ability and Skill to:

1. Plan, organize, and carry out the daily activities and administrative functions 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, demonstrating high levels of care and customer service.
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 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, 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.

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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