



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

**Class Code: 5075  
Date Adopted: July 1, 2008  
Date Revised: May 4, 2016**

**FLSA Status: Nonexempt  
Union Representation: Represented**

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## **Executive Assistant**

### **GENERAL PURPOSE**

Under direction, performs a wide variety of complex and sensitive administrative support functions in the office of a Cabinet member or for a director or executive/administrator at least at that level; and performs related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

Executive Assistants perform complex and diverse administrative support duties in the office of a Cabinet member or for a director or executive/administrator at least at that level. Incumbents operate in an environment characterized by involvement in broad division issues and interaction with top executives and managers in OCDE and other school districts on program and operational matters, some of which are complex and sensitive. Work requires a thorough knowledge of OCDE and division operations and applicable rules, policies, procedures, practices, and terminology.

Executive Assistant is distinguished from Senior Executive Assistant in that incumbents in the latter class serve as the primary assistant to a member of the Superintendent's Cabinet and supervise other staff providing administrative support services within a Cabinet member's office.

### **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. Performs a wide variety of complex administrative support services in the office of a member of the Superintendent's Cabinet or for a director or executive/administrator at least at that level; assists in handling a variety of administrative tasks not requiring the executive's immediate attention.
2. Types and/or drafts reports, memoranda, correspondence, presentations, board agenda items, 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; assembles, types and processes a variety of documents associated with division functions and processes; prepares requisitions for the purchase of materials and supplies; organizes and coordinates printing of documents; disseminates communications to division work locations.
3. Maintains or assists in maintaining the Cabinet member's/executive's calendar; screens requests and schedules a variety of appointments, conferences, teleconferences, and internal and external meetings; reviews, determines priority and routes incoming correspondence, email, reports, and other documents; handles or refers matters in accordance with established procedures; takes and maintains minutes of meetings and distributes applicable information to designated staff and other individuals; maintains a wide variety of general and specialized files; may maintain division master calendars.

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## **ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)**

4. 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.
5. Plans or assists in planning and making event arrangements for staff meetings, retreats, academic events, staff development sessions, and a variety of other division events; secures locations and makes food/refreshment, equipment, and other arrangements.
6. 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.
7. Conducts on-line and other research and assembles information from a variety of sources for the preparation of reports, correspondence, and presentations.

## **OTHER DUTIES**

1. Assists in compiling and preparing division/department/program budgets and distributing budget documents and reports; drafts preliminary reports; monitors assigned budgets.
2. Processes and submits division payroll and time keeping documents; submits requests for facilities and equipment repairs.
3. Oversees and processes the issuance of OCDE credit cards in accordance with established policies and procedures; maintains all required documentation.
4. 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, regulations, procedures, and provisions of the Education Code applicable to areas of assigned responsibility.
4. Advanced uses of word processing, spreadsheet, database, and other standard software to create complex documents and materials requiring the interpretation and manipulation of data.
5. OCDE administrative policies, procedures, and approval processes applicable to payroll, fiscal, purchasing, travel, training, contract processing, maintenance of public records, and other administrative support activities.
6. Research techniques, methods and procedures.
7. Techniques of recordkeeping, budget tracking, and creating/maintaining timelines.

### **Ability to:**

1. Organize, set priorities, and exercise sound judgment with limited supervision.
2. Interpret, apply, explain, and reach sound decisions in accordance with laws, regulations, rules, and policies.

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**Ability to: (cont.)**

3. Plan and make event arrangements, including facilities locations, food/refreshments, audio visual equipment set up, and materials for distribution, with high attention to detail.
4. Type accurately at 50 WPM.
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 office files.
8. Compose correspondence, prepare presentations, talking points, and other documents and make arrangements from brief instructions.
9. Understand and follow written and oral instructions.
10. Communicate clearly and effectively, both orally and in writing.
11. Prepare clear, accurate, and concise records and reports.
12. Maintain highly sensitive information.
13. Deal with sensitive and difficult situations.
14. Establish and maintain highly effective working relationships with OCDE executives, 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.
15. 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 five years of increasingly responsible office administrative or secretarial experience; or an equivalent combination of training and experience. An Associate's degree or course work in business management, communications, or a related field is highly desirable and may be substituted for a portion of the required 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.

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### **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 difficult 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 executives, 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.