

Job Title: **Senior Executive Assistant-Cabinet**  
 Job Family: **Central Administrative Support**  
 Pay Program: **Classified**  
 Typical Work Year: **12 months**

Job Code: **1343**  
 FLSA Status: **Non-Exempt**  
 Shift Differential: **No**  
 Pay Range: **G28**

**SUMMARY:** Provide chief level confidential administrative support to a member(s) of the district’s senior staff. Act as division contact; provide department administrative management and leads work of other support staff. Coordinate and/or respond to questions regarding district-wide activities, policies and procedures. Coordinate meetings and activities with other departments, functions and outside agencies, act as liaison with all levels of district staff and community representatives.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

<b>Job Tasks Descriptions</b>	<b>Frequency</b>	<b>% of Time</b>
1. Provide assistance and support by identifying and prioritizing incoming information, phone inquires and delegating and/or directing issues to appropriate department or district personnel. Serve as the department’s primary contact person for administrative and operational issues. Make decisions and take action within agreed upon limits. Draft correspondence, plan, prepare and analyze reports and provide technology support. Responsible for planning, organizing and delegating to ensure the smooth and efficient operation of a Chief Officer’s department, including assisting with the hiring process.	D	35%
2. Perform budgetary and accounting functions for department such as planning, monitoring and review of annual budget, transferring budget monies, purchasing large ticket items, processing and verifying invoices. Review, approve and verify reported time in district time and labor system. Prepare and analyze time and labor reports and complete paperwork for payment of stipends and other pay.	D	20%
3. Plan, organize, schedule and attend meetings and events. Arrange meeting rooms and take and publish minutes and agendas. Track, follow up on and coordinate action items until satisfactory completion.	D	15%
4. Manage and complete assigned regular and/or special department projects on-time and within budget. Develop and implement steps, deadlines, trainings, documentation, reports, guidelines, records and/or communications; coordinate with essential district and community stakeholders; delegate as necessary to ensure thorough, accurate and timely completion. Evaluate project processes and procedures to facilitate further improvements and efficiencies.	M	25%
5. Perform other job-related duties as assigned.	Ongoing	5%
	<b>TOTAL =</b>	<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent.
- Associate degree or two (2) years of relevant coursework. Two (2) additional years of similar or relevant experience may be substituted for this requirement.
- More than five years of experience in an administrative office setting.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Ability to use initiative and independence.
- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Excellent oral and written communication skills.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.

- Ability to promote and follow Board of Education policies, District policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b>JOB CODE</b>
<b>Reports to:</b>	Chief Officer	various

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>	<b>JOB CODE</b>
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.		

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- May coordinate or direct the activities of department support staff, student aides or volunteers.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

<b>PHYSICAL ACTIVITIES:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Stand		X		
Walk		X		
Sit			X	
Use hands to finger, handle or feed				X
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

<b>WEIGHT and FORCE DEMANDS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

<b>MENTAL FUNCTIONS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Compare			X	
Analyze		X		
Communicate				X
Copy		X		
Coordinate			X	
Instruct	X			
Compute			X	
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile			X	
Negotiate		X		

<b>WORK ENVIRONMENT:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

<b>VISION DEMANDS:</b>	<b>Required</b>
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	