

**WILLOWS UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

JOB TITLE: EXECUTIVE ASSISTANT TO THE SUPERINTENDENT/HR SPECIALIST
(Classified Confidential Position)

POSITION DESCRIPTION

Under the supervision of the Superintendent, the Executive Assistant serves as the confidential administrative assistant to the Superintendent and Board of Trustees and performs a wide variety of professional level and confidential tasks. The Executive Assistant performs duties that require a high level of initiative and independent decision-making in a broad range of District activities with minimal direction; coordinates the flow of communication between administrators, faculty, staff, students, parents, and the community; works and communicates directly with the Board of Trustees distributing information and material; receives and responds to complaints from parents, students, employees and the community. This position must exercise independent judgment and the application and follow through of administrative decisions; accurately interpret district policies, procedures, standards and requirements and facilitate ongoing maintenance and updates; maintains strict standards of confidentiality regarding all matters of the Superintendent and the Board of Trustees, while demonstrating a solid professional communication style with all constituents including internal team members, Board of Trustees, school sites, and external agencies such as other school districts, public agencies and community organizations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Clerical Duties

- Manage, organize and complete all clerical work and records management of the Superintendent's office.
- Coordinate and organize office and department activities and communications for the Superintendent, maintain the confidentiality of privileged and sensitive information.
- Assist in coordinating District events.
- Develop and maintain important district files and documents, including calendars, organizational charts, meeting calendars, etc.
- Input a wide variety of data into the assigned computer system; maintain automated files and records; create queries and generate various computerized lists and reports; ensure accuracy of data entered; create and maintain other web-based means of communication to the public as directed.
- Research and compile a variety of information, including that which is necessary for various Federal, State and local reports and functions.
- Complete specially-assigned projects and prepare a variety of forms and reports on the Superintendent's behalf; attend to details on administrative matters within the Superintendent's areas of responsibility as assigned.
- Serve as filing officer for Conflict of Interest Statements, Campaign Statements, etc.;
- Develop and implement procedures and facilitate workflow within the Superintendent's Office to assure efficient and timely completion of work; maintain a neat and attractive office area.
- Keep current on work email and website communications and technological proficiencies.
- Update and maintain the DMV approved driver's list.
- Process District facilities requests.

- Process and monitor Interdistrict Transfer Requests.
- Maintain the California Uniform Public Construction Cost Accounting Act (CUPCAA) list.

Governing Board

- Attend all board meetings of the Board of Trustees; take notes of business transacted and prepare minutes for review and editing by the Superintendent; prepare and distribute follow-up summaries of business conducted for staff and community members.
- Coordinate and assist in gathering appropriate materials/information/back-up required for Board of Trustees meeting agendas; prepare and post board meeting agendas/packets; arrange for the distribution of Board meeting agendas/packets to Board members and other relevant constituencies; maintain up-to-date knowledge of public meeting requirements.
- Monitor board meetings to ensure appropriate proceedings.
- Maintain up-to-date electronic copies of Governing Board Policies and Administrative Regulations on GAMUT.
- Maintain and coordinate the Superintendent's calendar of appointments and schedule relevant activities for the Board of Trustees, as directed by the Superintendent; coordinate and arrange special events and appearances for the Superintendent; create, alter, delete, or adjust appointments and meetings with education/community leaders and organizations, Cabinet, staff and the public.
- Coordinate the Superintendent's and Board Members' conference travel arrangements including requisition process, registration, air/ground travel, hotel, and meal reservations.
- In accordance with the Open Meeting Law, and utilizing an in-depth knowledge of Board-related governance, plan, direct, manage and oversee administrative management of the operations and services of the Board of Education including functions imposed by statutory law, Board meeting protocol, maintenance of confidential information and files, Board agenda preparation, official minutes, resolutions, meeting and legal notices and other related matters, and attend all Board meetings.
- Manage and maintain District's online agenda packets, archives, and policy manuals, including providing access and passwords to users.
- Update and introduce Board policies; make recommendations regarding amendments, adoption, implementation and administration of same.
- Coordinate all aspects of filling Board vacancies, either by election or appointment, maintain full responsibility for election proceedings for Board members in coordination with the Glenn County Registrar of Voters, and direct all incoming and outgoing Board Member procedures.
- Perform diversified and advanced administrative management functions supporting the Governance Team; convey information regarding potential problems; build internal and external relationships and coordinate assigned activities with other departments or outside agencies to achieve performance objectives.
- Report to the Glenn County Clerk's office the changes in administration and Board membership for purposes of filing Statements of Economic Interest Form 700 for all designated employees. Develop, implement, and keep current the District's Conflict of Interest Code.

Public Relations

- Coordinate and organize public relations and related activities for the Superintendent; prepare and provide access to members of the public to documents, files and information as appropriate; represent a positive image of the Superintendent and District through in-person and telephone contacts.
- Receive, screen, and route telephone calls to the Superintendent's Office; greet and assist visitors; refer callers and visitors to appropriate staff members; take and relay messages;

respond to requests, complaints, and questions from various sources, representing the Superintendent by telephone and in written communication; interpret rules, laws, policies, and regulations as needed and appropriate.

- Compose correspondence on a variety of matters, including those of a confidential nature; prepare various letters, forms, reports, contracts, packets, statistical data, memoranda, bulletins, newsletters, notices, flyers, and other materials as directed; prepare, format, edit, proofread, and revise written materials for accuracy.
- Communicate effectively with other District Office departments, school sites, staff and outside agencies to exchange information, coordinate activities, and resolve issues or concerns.
- Maintain the District website. Provide district leadership and monitors school websites.
- Coordinate and organize public relations and related activities for the Superintendent and cabinet members; represent and develop a positive image of the Superintendent through office and personal community contacts; communicate with a variety of agencies and members of the community to enhance public relations.
- Serve as the point of contact for all California Public Records Act (CPRA) requests for documents and information; respond to requests or delegate as appropriate; coordinate with departments and/or legal counsel on responses, timelines, invoicing.

Human Resources

- Oversee compliance of human resource policies to meet organizational needs and comply with federal and state laws.
- Plan, organize, control and direct the classified and certificated personnel function of the district; assure compliance with a variety of State and federal regulations, laws and reporting requirements; research, develop and recommend new procedures and programs.
- Implements District rules, Federal and State laws, Education Code, and the Collective Bargaining Agreement language.
- Assure that board policies, state and federal laws and collective bargaining agreements are correctly and fairly administered.
- Provides information and assistance to District personnel, staff, and the public regarding a variety of personnel matters including: promotional opportunities, position vacancies, examination requirements, regulations, policies, and procedures.
- At the direction of the superintendent, assist in the recruitment and selection process for classified and certificated personnel.
- Oversee the District hiring process. Provide guidance to the sites with the various aspects of the hiring process.
- Works in conjunction with District Accounting and Payroll Technician to meet with prospective employees to complete onboarding process employment paperwork.
- Maintains and coordinates the schedule with the District Nurse for T.B. testing for all employees.
- Supervise all credentialing requirements for certificated staff including assignment monitoring.
- Collaborate with administrative designees to coordinate partnerships with universities and educational providers for programs such as paid internships, etc.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel.
- Maintain accurate and current seniority lists for both certificated and classified personnel.
- Assist in developing and updating job descriptions and board policies.
- Administer mandated trainings for certificated and classified employees.
- Interpret personnel policies and contract language to certificated and classified personnel.

- Updates and records status changes; enters new employees, transfers, and notifies payroll of appropriate personnel changes
- Manage the district classified and certificated evaluation process.
- Support staff with workman's compensation issues.
- Composes a variety of materials including: inter-office communications, applications, lists, requisitions, forms, letters, memoranda, contracts, special projects, legal documents and other materials.
- Prepares and maintains personnel files, records, and folders.
- Conducts research and collects data/information for the purpose of collective bargaining with represented groups.
- Supports the Superintendent with negotiations.
- Promote teamwork by sharing knowledge, cooperating with others, participating in meetings and work groups, and supporting the goals and objectives of the district.
- Utilize technology as a tool for productivity, communication, research, and problem solving.
- Meet schedules and timelines.
- Maintain the utmost confidentiality in all aspects of job duties.
- Perform other duties as assigned

QUALIFICATIONS

Knowledge of:

- Functions and operations of an executive administrative office.
- Methods of organizing and collecting data and information.
- Applicable laws, codes, regulations, policies and procedures.
- Modern office practices, procedures and equipment.
- Effective record-keeping techniques.
- Business letter and report preparation, editing and proofreading.
- Effective and positive public relations techniques.
- Effective interpersonal and communication skills.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Relevant computer and software applications, including Microsoft Office, Excel, Word, PowerPoint, Google applications, Aeries, the Internet and relevant database programs.
- Teacher credentialing laws
- Public Employee Relations Board (PERB) decisions
- Legal mandates, policies, regulations, and operational procedures pertaining to federal and State laws
- Every Student Succeeds Act (ESSA), laws, policies, procedures and practices as it pertains to classified and certificated personnel

Ability to:

- Perform all essential duties of the position
- Demonstrate effective leadership skills.
- Perform highly responsible and confidential clerical and administrative work accurately and independently.
- Work independently, understand and carry out oral and written instructions.
- Organize and synthesize complex material, discussions, and directions.
- Interpret, apply, and explain laws, codes, rules, policies and procedures

- Compile and prepare complex and comprehensive reports on a variety of topics.
- Assure efficient, accurate, and timely completion of assigned activities.
- Analyze situations accurately and adopt an effective course of action.
- Maintain full confidentiality of privileged and confidential subject matter.
- Plan, organize, schedule and prioritize work.
- Communicate positively, effectively, and tactfully both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Utilize relevant District and web-based technology and software programs for completion of tasks.
- Work evenings and a flexible schedule.

EDUCATION AND EXPERIENCE

- Any combination equivalent to: graduation from high school or equivalent required; two (2) years of advanced education or training, college or university education preferred.
- Minimum of five (5) years of recent, increasingly responsible secretarial and clerical experience responsibility and coordination of office operations in a central office of a school district or higher educational institution involving administrative liaison and public contact duties preferably in the field of public education.
- Valid California driver's license and ability to drive a car to perform job requirements.
- Bilingual (Spanish) Preferred.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Dexterity of hands and fingers to operate a computer keyboard and eye/hand coordination is required as there is much manipulation of small objects with fingers.
- Auditory range sufficient to hear verbal communications near and far is essential.
- Vision range near and far is essential. Vision sufficient to read a variety of materials and observe information displayed on computer monitors.
- Must articulate clearly both in person, by telephone and in writing; understand what is read and heard, possess long and short term memory recall and read and write clearly and appropriately. Speech sufficient to transmit verbal information.
- Spatial relationships are important.
- Sitting, standing, walking, bending at waist, lifting and stretching positions for extended periods of time.
- Bending at the waist, kneeling or crouching to reach materials
- Upper and lower body strength sufficient to lift, carry, push, pull and transfer materials weighing up to 25 pounds.
- Reaching overhead, above the shoulders and horizontally.

ENVIRONMENTAL CONDITIONS/HAZARDS

- No extreme climatic conditions involved and the noise level is moderate.
- No known vibrations, hazards, or atmospheric pollutants present.
- Indoor office work environment with constant interruptions.
- Potential for contact with dissatisfied or abusive individuals.