



ADMINISTRATIVE ASSISTANT, SUPERINTENDENT'S OFFICE (CONFIDENTIAL) - EXEMPT

Reports to: Superintendent of Schools

Division: Superintendent's Office

Our ideal candidate

You possess excellent organization, communication, and interpersonal skills. You have knowledge of the functions and operations of the County Education Office. You can work with little or no supervision. You handle confidential information with tact and discretion, and frequent contact with all levels of employees, including the County Board of Education, senior managers, management, outside agencies, and the general public. You have the ability to prioritize matters, handle complex tasks and assignments, and demonstrate sound decision-making and provide accurate judgment. You are responsible to the needs of the Superintendent of Schools and County Board of Education. You are able to be flexible and adapt to changing situations. You possess the demonstrated proficiency in utilizing computers and related technology. You have the ability to plan proactively, to anticipate needs, and to seek creative solutions to administrative issues. You are committed to providing the best service available to Santa Barbara County Education Office, school districts, and students.

General description

Under the general direction of the Executive Assistant to the County Superintendent, provide office and administrative support services to the Superintendent's Office and the County Board of Education. This position requires ability to quickly acquire knowledge of the Office's policies, rules, regulations, procedures and programs. Legal knowledge of the regulations for public meetings is also required.

Specific duties and responsibilities

- Perform advanced administrative support functions including composing and preparing correspondence, reports, memoranda, scripts, speeches and other documents, including material of a confidential nature
- Interview callers both in person and on the telephone, screening and referring to other individuals or departments as appropriate
- Manage highly sensitive calls to the superintendent's office that may be of political or legal content by determining the best course of support
- Maintain highly confidential information including that which is used for the development of management positions
- Model a high standard of professionalism and service to others
- Provide information where independent judgment, knowledge, and interpretations are utilized
- Schedule appointments, provide information, interpret and explain established policies, rules, programs and procedures with regard to the operation of the County Education Office as required



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- Assist in the preparation for monthly meetings of the County Board of Education and Santa Barbara County School Boards Association including sending meeting reminders, developing, composing, duplicating and distributing agendas and supporting documents, reviewing and monitoring materials to be included in agenda
- Assist with superintendent television tapings including composing correspondence, obtaining interview notes and scripts for files, typing and/or formatting scripts, duplicating and distributing digital copies of taping, and updating taping logs
- Prepare and schedule conference rooms for meetings
- Prepare purchase orders for Association meeting expenses, invoice districts for annual Association dues and prepare the annual Association budget
- Prepare and processes travel arrangements and reimbursements for the superintendent and board members as assigned
- Provide office support services to board members and other administrative staff as assigned
- Open, sort and review office mail for routing to appropriate department or programs
- Establish and maintain various files, indexes, records and reports for the Superintendent's Office and the County Board of Education
- Maintain, order and receive office supplies, equipment and forms for the Superintendent's Office, County Board of Education and other assigned special projects
- Assist in budget planning and expenditure control process
- Arrange for repair of office equipment as needed
- Prepare purchase orders, invoices and other documents
- Research and abstract data pertaining to laws, policies and procedures related to job assignment
- Distribute notifications on recommended updates to board policies to the appropriate senior management
- Maintain confidential information and records, including mailing lists and emergency contact information
- Prepare and maintain financial and statistical records and reports including a check for accuracy, completeness and compliance with established standards and procedures
- Operate a variety of modern office equipment including computer, typewriter, fax, scanner, calculator and copiers
- Perform related duties as assigned

Requirements

Education: Graduation from high school supplemented by evidence of business or office courses or administrative support experience



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Experience: six years of increasingly responsible administrative support experience preferably in a public education setting

Knowledge and skills

- Public education organization and operations
- Terminology and programs of the County Education Office
- Modern office practices, procedures and equipment Personal computers and industry standard software applications including Microsoft Office, Filemaker, Escape, advanced Excel, and other software programs pertinent to the functions of the assigned department
- Telephone techniques and etiquette that provide a high professional standard of service to others and demonstrate a calm and patient demeanor
- Statistical and financial record-keeping as well as basic statistical analysis
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Advanced Oral and written communication skills
- Principles of training and providing work direction that promotes high standards, professionalism, collaboration, and a positive work environment
- Advanced interpersonal skills promoting an environment of respect while using tact, patience and courtesy
- Brown Act legal requirements in public meetings

Abilities

- Promote a high standard of professionalism and a positive, healthy work environment
- Learn the County Education Office organization, operations, policies and objectives, terminology and programs
- Learn parliamentary procedures in accordance with Brown Act procedures for public agencies
- Interpret, explain and apply laws, rules, regulations and policies with relationship to the assigned program or office
- Perform varied, complex administrative tasks and administrative support duties
- Operate a variety of office machines including typewriter, calculator, copiers
- Operate office machines including a computer and applicable software
- Establish and maintain effective working relationships with the public and others
- Maintain records and prepare reports and memoranda
- Interpret, explain and apply laws, rules, regulations and policies
- Meet schedules and time lines in spite of frequent interruptions
- Plan and organize work independently with little direction
- Analyze situations accurately and adopt an effective course of action
- Demonstrate keyboarding/typing skills and speed as required by assignment
- Work confidentially with discretion



Personnel Commission

JOB DESCRIPTION

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Licenses and certificates

May require a valid driver's license and use of a dependable automobile.

Working conditions

Work is performed primarily indoors with minimal exposure to health and safety hazards.

<i>Approved by the Personnel Commission:</i>	June 30, 1994
<i>Revised:</i>	January 26, 1995
	May 25, 1995
	March 28, 1996
	August 20, 2004
	April 23, 2015
	June 28, 2018