

## EXECUTIVE ADMINISTRATIVE AGENT

### DEFINITION:

To provide supervisory office management assistance and complex administrative support to the District Superintendent and serve as liaison between the Superintendent, District staff, parents, and the community at large. The Executive Administrative Agent is responsible for coordinating and overseeing the calendar, meetings, and special projects on behalf of the Superintendent and the Board of Education. This position will require attendance at community and organizational events.

### ESSENTIAL DUTIES:

- Serves as confidential secretary and administrative aide to the Superintendent; duties include performing research and data abstraction pertaining to legislation, court decisions, County Counsel opinions and legal provisions which may affect District policies, procedures and operations.
- Coordinates the secretarial, clerical and administrative activities required by the Governing Board, which may include scheduling conferences, making travel arrangements, providing procedural information and preparing correspondence and special reports.
- Plans, organizes, coordinates and supervises the preparation, printing and distribution of the Governing Board meeting agendas and related materials, notices, bulletins and other documents
- Attends Governing Board meetings, takes minutes of the meetings and prepares a draft for review and edit by the Superintendent.
- Prepares and maintains the official record of the Governing Board policies and regulations.
- Performs follow-up functions to ensure a timely response to requests submitted by the Governing Board for special reports and information.
- Principles and methods of effective report preparation and presentation.
- Applicable federal, state and local laws, regulations and procedures.
- Supervisory principles and practices.
- Assists in the revision, updating and maintenance of the Governing Board policies and administrative regulations, also including the California State Education Code.
- Budgeting procedures and techniques.
- English usage, spelling, grammar and punctuation.
- Modern office management practices, methods, and equipment.
- Public and community relations principles and practices.
- Coordinates modern technology including: conference calls, video conferencing, webinars, computer information systems and software; high level use of Word, Excel and other new technology.
- Learn, interpret and apply policies, laws and regulations.
- Analyze data, issues and problems and recommend or adopt appropriate solutions.
- Perform math operations/calculations.
- Provide office management services.
- Gather, analyze, and condense data information.
- Supervise, train and evaluate assigned staff.
- Work effectively in the absence of supervision.
- Builds positive relationships through communicating and working effectively with a variety of public agencies, groups, and individuals.
- Meet deadlines, maintain appropriate records, and effectively represent the Rialto Unified School District and the Superintendent.

### QUALIFICATIONS

**KNOWLEDGE OF:** Procedures methods, strategies and techniques pertaining to the operation of a chief executive officer's office; principles, goals and objectives of public education; innovative office practices and procedures; ability to operate a variety of office keyboards, ability to communicate effectively, both orally and in writing, ability to write clear and concise reports, and the ability to perform various secretarial functions.

**PHYSICAL DEMANDS/ENVIRONMENT:**

**WORKING ENVIRONMENT:**

An indoor office environment with constant interruptions.

**PHYSICAL DEMANDS**

Stand and walk for extended periods of time, sit at a desk or computer terminal for extended periods of time; use a mouse and keyboard for extended periods of time, if at a computer terminal; lift, carry, move, transfer, and position objects weighting up to 35 pounds; manipulate hands and fingers to operate office equipment; reach overhead, above the shoulders, and horizontally; bend at the waist, kneel, stoop, and crouch; see to monitor work environment and accomplish assigned tasks; hear and speak clearly for information exchange.

**QUALIFICATIONS:**

**EXPERIENCE AND EDUCATION/TRAINING:**

**Experience:** Four (4) years of full-time paid experience in a highly responsible and varied executive level secretarial position, preferably in an educational organization. Two years of lead technical clerical, secretarial, or administrative assistant experience is required.

**Education:** Verification of High School Diploma or GED Certificate is required. AA degree or 60 semester units of college level coursework in business administration, secretarial science or public administration is desirable.

**License Requirement:** Possession of a valid California Motor Vehicle Operator's License.

**Condition of Employment:** Insurability by the District's liability insurance carrier.

**05/2019**