

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: SENIOR EXECUTIVE ASSISTANT - COUNTY SUPERINTENDENT OF SCHOOLS

BASIC FUNCTION:

Under the direction of the County Superintendent of Schools, performs highly responsible and confidential secretarial and administrative assistant duties; plans, coordinates and organizes assigned office activities, public relations and flow of communications and information for and as assigned by the County Superintendent.

Business letter and report writing, editing, and proofreading.
Public relations techniques.
Current technologies related to online meeting set-up and document preparation and storage.
Operation of a computer and assigned software.

ABILITY TO:

Perform highly responsible and confidential secretarial and administrative assistant duties to relieve the Superintendent or Board of a variety of administrative details.
Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
Plan, coordinate and organize office activities, public relations and flow of communications and information for the Superintendent/Board.
Organize complex material and summarize discussions and actions taken in report form.
Compile and prepare comprehensive reports concerning a broad spectrum of subject matter.
Compose effective correspondence independently.
Maintain a variety of complex and confidential files and records.
Assure efficient and timely completion of office and program projects and activities.
Understand and resolve issues, complaints, or problems.
Operate a variety of office equipment including a computer and assigned software.
Adjust to changing technology and systems required to perform duties.
Establish and maintain cooperative and effective working relationships with others.
Analyze situations accurately and adopt an effective course of action.
Plan and organize work.
Meet schedules and timelines.
Prioritize and schedule work.
Work independently with little direction.
Work confidentially with discretion.
Communicate effectively both orally and in writing.
Keyboard at a rate that ensures successful job performance.

LEADERSHIP TEAM COMPETENCIES:

Develops and fosters effective individuals and teams.
Operationalizes the organizational vision, mission, goals, shared values, and guiding principles.
Demonstrates emotional intelligence.
Models inclusive, effective, and authentic communication.
Applies knowledge of the intersectionality of race, equity, and inclusion.
Builds and sustains positive, trusting relationships.
Conducts SCCOE operations with the highest moral, legal, and ethical principles.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in secretarial science or related field and five years of increasingly responsible secretarial or administrative assistant experience involving frequent public contact.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person or on the telephone.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.
Bending the waist, kneeling or crouching to file materials.

Approved by Personnel Commission: June 23, 2011

Revised: 12/9/15, 8/9/23



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 8/9/23