

**DESERT SANDS UNIFIED SCHOOL DISTRICT**  
**Office of Classified Personnel Services**

**Classification:**

**EXECUTIVE ASSISTANT**

**Salary Range: 47**

~Personnel Services~

**Employment Category:**

CONFIDENTIAL

**FLSA Designation: Exempt**

**Job Summary:**

Under direction of Assistant Superintendent of Personnel Services, performs and provides administrative assistance, and in support of the division, provides direction to multiple programs with District-wide implication, ensuring the confidentiality of all materials and information.

**Essential Job Functions:**

- Assists the administrator in the performance of administrative responsibilities, conferring with administrator on complex issues related to the Division as assigned.
- Assists district employees and the general public for the purpose of disseminating information on schools, programs, services and employment positions within the district.
- Assists in the preparation of materials for negotiations, gathering confidential data, handling correspondence and communications, receives and/or transcribes confidential minutes and information, and updates all collective bargaining unit agreements.
- Attends a variety of meetings (e.g. Board meetings, negotiations, task forces/committees, conferences, workshops, divisional, and budget) as needed for the purpose of taking minutes, conveying and/or gathering information or obtaining training required to perform functions.
- Communicates with executive level management and other district personnel regarding activities, schedules, discrepancies and requests for the purpose of providing specialized and technical information concerning established policies, procedures and guidelines.
- Coordinates and monitors assigned activities and/or program components (e.g. budgets and financial data, education code, critical timelines) for the purpose of ensuring compliance with financial, legal and/or administrative requirements.
- Coordinates, assists, and participates in the preparation of in-service or training programs (Board Agenda preparation, Procedural Handbook, new divisional procedures, and forms).
- Develops and/or coordinates the publication of informational brochures, forms; ensures timely and accurate processing, implementation, and distribution.
- Ensures and/or monitors position control and oversees the recruitment and selection processes for all certificated vacancies for the purpose of ensuring that all rules, regulations, policies and procedures are followed in the determination of recruitment and employment process requirements for certificated personnel.
- Evaluates situations involving staff, the public and confidential and sensitive events for the purpose of taking appropriate action and/or directing to appropriate personnel.
- Facilitates employee recognition events, personnel recruitment and fairs.
- Initiates, composes, prepares and distributes documents (e.g. minutes, agendas, correspondence, press releases, memorandums, flyers, reports, legal documents, requisitions, for the purpose of communicating information to school and district personnel and the public.
- Maintains contacts on behalf of the administrator with outside groups, special organizations, general public, etc. for the purpose of conveying and/or gathering information to ensure the efficient operation of the division.
- Maintains files and records (e.g. confidential personnel files, uniform and employee complaints, employee medical and leave of absence files, department/program files and budgets) for the purpose of ensuring accuracy and availability of required information; and, complying with all federal/state/county regulations.
- Maintains, updates, recommends, and coordinates the revision of the Division website.
- Maintains and monitors staff members' attendance records and files.
- Mentors administrative assistants districtwide and divisional clerical staff for maximizing the efficiency of the workforce and meeting divisional operational requirements.
- Organizes divisional office activities, communications and information for the purpose of ensuring the efficient and effective operation of the office, and information dissemination between administrator and staff, the public and other district personnel.
- Provides guidance, indirect supervision and direction to clerical support staff as assigned, participating in the selection of new staff; and provides training and input into employee evaluations for the purpose of maximizing the efficiency of the workforce and meeting operational requirements.
- Responds independently to inquiries of divisional staff, general public, etc. for the purpose of providing information and/or direction.
- Reviews and independently researches regulations (e.g. Board policies, bargaining agreements, program requirements, operational procedures) for the purpose of verifying accuracy of data and ensuring compliance with established policies and procedures.
- Schedules and coordinates conferences, appointments, meetings, travel arrangements, interviews, etc., for the purpose of meeting district goals, improving instructional programs and operational systems, or maximizing efficiency of workforce.
- Supports assigned administrative personnel for the purpose of assisting them with their job functions of maintaining overall site operations.

**Other Job Functions:**

- Assists other personnel as may be required (e.g. staff recruitment, orientation and in-servicing) for the purpose of supporting them in the completion of their work activities.
- Handles and reconciles funds (e.g. budgets, entitlements, fees, registrations) for the purpose of planning expenditures, recording and reconciling expenses; and ensuring compliance with district financial and legal requirements.

**Essential Job Requirements - Qualifications:**

- **Skills, Knowledge and/or Abilities Required:** Knowledge of computer hardware and software, and advanced skill and proficiency level for software applications: Microsoft Office Suites, and make recommendations for applicable software programs for the Division. Ability to perform standard bookkeeping and accounting procedures. Knowledge of principles, practices and trends of school personnel administration including examination, classification, credentialing, compensation and maintenance of personnel records. - Ability to work independently, analyze, plan and manage projects, make administrative decisions and provide guidance and direction to personnel. Advanced skills in verbal and written communication with the ability to compose and proofread correspondence using accurate grammar and style. Skill in working with a diverse group of individuals and handling situations with tact, diplomacy, and discretion.
- **Physical Requirements:** Employees in this classification stand, walk, sit use fingers repetitively, use wrists or hands repetitively in a twisting motion or while applying pressure, use both hands simultaneously, have rapid mental/muscular coordination, lift moderately heavy objects; good speaking and hearing abilities; bending at the waist, kneeling and crouching; reaching overhead, above the shoulders and horizontally; stooping; ascending and descending stairs; sitting for long periods at a desk and in front of a computer; have the ability to occasionally lift up to 52 pounds, frequently lift up to 5 plus pounds and constantly lift a minimum of 5 pounds; have the capability to push 30 pounds maximum force and possess the capability to pull 30 pounds maximum force. Persons with certain disabilities may be capable of performing the duties of the classification. Such determination must be made on an individual basis by the District's medical examiner, taking into consideration the nature of the disability, prosthetic aid and the duties of this position.

**Job Description: Executive Assistant, Personnel Services**

**Date: 11/2011**

- **Work Environment:** Employees in this classification work inside with exposure to minor contagious illnesses (colds, flu, etc.) in direct contact with the public and other District staff, without direct guidance from supervisor, with a high volume of work and tight deadlines, continuous changing priorities and interruptions. May require exposure to extreme weather conditions for moderate periods of time. Fumes and Odors (Copier chemicals, etc.; Dust and paper dust).
- **Education and Training Required:** Associate of Arts Degree or equivalent and four (4) years increasingly responsible secretarial experience including one (1) year in an administrative support capacity; OR six (6) years increasingly responsible secretarial experience including one (1) year in an administrative support capacity.
- **Licenses, Certifications and Testing Required:**
  - Fingerprint/criminal justice clearance.
  - Tuberculosis clearance.
  - Structured testing process to establish eligibility list.

Personnel Commission: 03/31/98  
Salary Modification: 07/01/05  
Personnel Commission: 12/15/05  
Board Approval: 11/15/11