

Solano County
Office of Education

JOB TITLE: Chief Assistant to the County Superintendent

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

To play an integral role in the administration of the executive office by providing efficient support to the County Superintendent and County Board of Education through a wide variety of complex, highly responsible, and visible clerical and managerial functions. Provide leadership and assistance in responding to public information requests as they relate to the executive office.

JOB REQUIREMENTS AND QUALIFICATIONS

- Passing score on Solano County Office of Education clerical tests.
- Type/keyboard accurately at least 50 words per minute.
- Experience as the assistant to organizational executive and/or elected official, preferably in an educational setting.
- Excellent oral and written communication skills including the ability to thoroughly and accurately convey complicated information to a broad spectrum of individuals and organizations.
- Education at Bachelor's degree level or equivalent education and experience that demonstrates the ability to perform the duties and responsibilities as described.

ESSENTIAL DUTIES

- Maintain the Superintendent's and Board's historical archives and required records.
- Schedule appointments and meetings, assist with managing and maintaining the Superintendent's calendar, and organize Board program visits and activities, exercising considerable discretion in committing time.
- Coordinate school board member elections and vacancies for county and district boards.
- Maintain and update district and trustee area boundary maps and descriptions.
- Conduct research and prepare summaries on various topics under the Superintendent's and Board's jurisdictions.
- Develop, analyze, update, and interpret County Office and Board policies, resolutions and procedures.
- Provide information and assistance to staff, school districts, other educational institutions, government agencies, affiliate organizations, business partners, and the general public regarding the policies, procedures, programs, and services of the Solano County Office of Education and Board of Education.

- Plan, prepare, type, duly post, and distribute agendas and meeting materials for the County Board of Education, the County Committee on School District Organization, and other special and ad-hoc committees and meetings in accordance with the Brown Act, when applicable.
- Stay current on public meeting requirements, laws, regulations, industry stipulations, and trends to ensure compliance, and advise administrators on related issues.
- Assist in public information matters directly related to the executive office.
- Manage the executive office page(s) of the County Office website.
- Assist in responding to formal requests for information under the Public Records Act and from the Grand Jury.
- Assist in coordinating internal and external communications independently or from verbal concepts.
- Assist in facilitating professional development for employees on topics around internal and external communication publications.
- Serve as Filing Officer for the Form 700–Conflict of Interest Statements and the Statement of Facts–Roster of Public Agencies monitoring changes throughout the year to remain in compliance.
- Perform administrative tasks for the Solano County School Boards Association.
- Read, interpret, and summarize court documents, conduct thorough research, and work closely with counsel on legal matters.
- Approve purchase requisitions and expense transfers, assist in the preparation and monitoring of assigned budgets, and discover ways to reduce costs.
- Provide support for Cabinet members as needed.
- Promote a harmonious work environment, set a good example of unquestionable work ethics.
- Actively participate as a member of the Solano County Office of Education’s Management Advisory Council.

MARGINAL DUTIES

- Assist in a variety of County Office operations, manage special projects, and perform related administrative duties as requested.

SUPERVISION RECEIVED

Employees in this classification receive limited supervision within a broad framework of policies and procedures. Directly responsible to the County Superintendent.

SUPERVISION EXERCISED

Employees in this classification may supervise personnel within the operational unit, as assigned.

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (15%)

Walking (15%)

Sitting (70%)

Body Movement (Frequency):

None (0)

Limited (1)

Occasional (2)

Frequent (3)

Very Frequent (4)

Lifting – 0-40 lbs. (2)

Lifting (2)

Bending (3)

Pushing and/or
Pulling Loads (1)

Reaching
Overhead (3)

Kneeling or
Squatting (3)

Climbing Stairs (3)

Climbing Ladders (1)