

Solano County
Office of Education

JOB TITLE: Executive Assistant II

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

To assist in planning, organizing, and coordinating in the clerical operations and general office duties related to the assigned responsibilities of a departmental administrator, and to be responsible for a variety of routine administrative details. Assists in coordinating communications within the County Office of Education, with other districts, and other agencies or individuals. This position is considered management for purposes of employee collective bargaining. This position requires the incumbent to be assigned to an Assistant Superintendent of higher.

JOB REQUIREMENTS AND QUALIFICATIONS

- Passing score on Solano County Office of Education clerical tests.
- Ability to type accurately at 50 words per minute.
- Knowledge of efficient office methods and practices including filing systems, business correspondence, and report writing.
- Knowledge of proper English usage, grammar, spelling, vocabulary, and punctuation.
- Ability to work independently.
- Ability to prepare and edit reports and other materials.
- Ability to interpret and apply administrative and departmental policies and regulations.
- Ability to communicate in both oral and written form.
- Ability to take and transcribe notes for public meetings.
- Ability to establish and maintain effective work relationships with fellow employees, teachers, administrators, contacts with other agencies, and the general public.
- Knowledge of public meeting requirements.
- Ability to establish and maintain complex records.

- Related education and experience that demonstrates the ability to perform the duties and responsibilities as described.

ESSENTIAL DUTIES

- Receives all requests for attendance at any events asking for the administrator to attend or speak.
- Assists in coordinating communications for the administrator.
- Manages receipt, sorting and distribution of administrator's mail.
- Does all scheduling and coordinating of administrator's calendar.
- Manages arrangements for conferences, workshops, and travel.
- Arranges meetings of assigned groups, agendas, minutes, and necessary follow-up communications.
- Gathers data for budget preparation.
- Maintains files of matters in progress and expedites completion by assigned dates.
- Attends meetings and conferences and prepares minutes as necessary.
- Assists in the development and production of department brochures, newsletters, etc.
- Provides assistance with the website for the administrator's office.
- Processes administrative details not requiring immediate attention of the administrator.

MARGINAL DUTIES

- May supervise staff as assigned.
- May photograph events within the department
- May draft summary of events for social media
- Accompanies administrator to meetings as necessary.
- Assists Cabinet member with writing press releases
- May serve as a member of the Management Advisory Council of the Solano County Office of Education.

- Performs other duties as assigned.

SUPERVISION RECEIVED

Employees in this classification receive limited and general supervision.

SUPERVISION EXERCISED

Employees in this classification may supervise staff 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 – lbs. (0-40) Lifting (2) Bending (3)

Pushing and/or Reaching Kneeling or

Pulling Loads (1) Overhead (2) Squatting (3)

Climbing Stairs (2) Climbing Ladders (0)