



# RUSD

RIVERSIDE UNIFIED  
SCHOOL DISTRICT

**CLASS TITLE     EXECUTIVE ASSISTANT TO THE SUPERINTENDENT**

**WORK YEAR:    12 months**

**VACATION:     27 days**

**REPORTS TO:    Superintendent**

**BASIC FUNCTION:**

Under direction of an assigned supervisor, serve as secretary to the Superintendent, relieving the Superintendent of clerical detail; perform highly complex and responsible clerical work; take and transcribe dictation for Board of Education meetings and Superintendent correspondence. Assume office manager responsibilities for Cabinet level staff.

**REPRESENTATIVE DUTIES:**

- Serve as secretary for the Superintendent relieving the Superintendent of clerical detail; receive telephone calls and visitors for the Superintendent.
- Prepare weekly updates to the Board of Education; gather and summarize information to present to the Board; inform the Board of the Superintendent's calendar.
- Compose correspondence for the Superintendent independently.
- Coordinate the Superintendent's calendar; schedule appointments and arrange school and community group meetings for the Superintendent; coordinate regular meetings, Cabinet meetings and speaking engagements.
- Compile and type various reports and statistical data.
- Establish and maintain confidential complex files; prepare records as assigned.
- Communicate with various District personnel, outside agencies and the public to exchange information, resolve issues or concerns, or coordinate activities.
- Receive and disseminate information regarding parent and community concerns to appropriate administrator.
- Make travel arrangements as requested.
- Screen incoming mail and determine priority of needs; distribute mail as appropriate.

- Operate office equipment and machines, including a computer, facsimile and copier.
- Plan, assign and coordinate the work of assigned clerical employees.
- Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

District organization, operations, policies and objectives.

Functions and clerical operations of an administrative office.

Office practices and equipment, computer, various computer programs; filing systems,

Receptionist and telephone techniques.

Letter and report writing and proofreading techniques.

Correct English usage, spelling, grammar, and punctuation.

### **ABILITY TO:**

Perform difficult and responsible secretarial and clerical work.

Understand and apply complex policies and rules.

Compose difficult correspondence independently.

Type at 60 words per minute from clear copy and/or dictation.

Take and transcribe minutes rapidly and accurately.

Maintain effective working relationships with others.

As office manager plan, assign, and coordinate the work of clerical employees.

Work independently with minimal direction.

## **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school including or supplemented by courses in typing, word processing and office practice and four years of responsible clerical experience, preferably at least one year in a school district.

## **WORKING CONDITIONS:**

### **ENVIRONMENT:**

Office environment.

Constant interruptions.

### **PHYSICAL ABILITIES:**

Seeing to read and prepare various materials.

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person or on the telephone.

Sitting for extended periods.

Reaching overhead, above the shoulders and horizontally to store or retrieve files.