



BERKELEY UNIFIED SCHOOL DISTRICT  
Human Resources Department

CLASSIFICATION AND  
POSITION DESCRIPTION

TITLE:	Executive Assistant- Board of Education (Confidential)	REPORTS TO:	Assigned Supervisor
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Develop and implement office procedures to assure complete and timely operations; create office forms which facilitate work flow

Prepare recognition awards for deserving staff and community

#### OTHER DUTIES:

Perform related duties as assigned

#### KNOWLEDGE AND ABILITIES:

##### KNOWLEDGE OF:

Functions and secretarial operations of an administrative office

District operations, policies and objectives

Applicable laws, codes, regulations, policies and procedures

Modern office practices, procedures and equipment

Recordkeeping techniques

Correct English usage, grammar, spelling, punctuation and vocabulary

Oral and written communication skills

Interpersonal skills using tact, patience and courtesy

Budgeting practices regarding monitoring and control

Methods of collecting and organizing data and information

Business letter and report writing, editing and proofreading

Public relations techniques

Operation of a computer and assigned software

Principles of training and providing work direction

##### ABILITY TO:

Perform highly responsible and confidential secretarial and administrative assistant duties to relieve the Superintendent 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 communications and information for the Superintendent

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

Type or input data at an acceptable rate of speed

Take and transcribe dictation at an acceptable rate of speed

Operate a variety of office equipment including a computer and assigned software

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 time lines

Prioritize and schedule work

Work independently with little direction

Work confidentially with discretion

Communicate effectively both orally and in writing

Train and provide work direction and guidance to assigned personnel

#### EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in a related field and six years of increasingly responsible secretarial or administrative experience

#### WORKING CONDITIONS:

##### ENVIRONMENT:

Office environment

Constant interruptions

Work evening or variable hours

##### PHYSICAL DEMANDS:

Hearing and speaking to exchange information 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