

**EXECUTIVE ASSISTANT TO THE COUNTY  
SUPERINTENDENT OF SCHOOLS (CONFIDENTIAL) - EXEMPT**

**Reports to:** Superintendent of Schools

**Division:** Superintendent's Office

**Our ideal candidate**

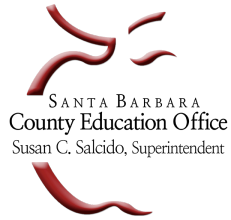
You possess exceptional multi-tasking abilities, expert level written and verbal communication skills, and are extraordinarily self-directed. You are experienced in handling a wide range of administrative and executive support related tasks and are able to work independently with little or no supervision. You are exceedingly well organized, flexible and enjoy the administrative challenges of supporting a busy office of diverse people and programs. You have the ability to interact with staff at all levels in a fast-paced environment, sometimes under pressure. Remaining proactive, resourceful and efficient, with a high level of professionalism and confidentiality is crucial to this role. You possess strong decision-making ability and attention to detail is equally important along with strong analytical skills. You have the ability to operate a computer and use appropriate software applications and peripheral office equipment. You have clear knowledge of the functions of the County Education Office and its operating procedures. You are committed to providing the best service available to Santa Barbara County Education Office, school districts, and students.

**General description**

Serve as the personal, confidential and executive assistant to the County Superintendent of Schools. Perform a variety of highly complex and responsible administrative and administrative support duties including research, interpretive and advisory tasks, and advanced problem solving. Maintain records and archives with precise organization. Serve as office manager for the Superintendent's Office, prioritizing and delegating work, coordinating operating procedures, monitoring communications, and directing assigned staff. Coordinate and staff County Board of Education meetings. Collaborate with the communications director and north county liaison regarding officewide communication. Manage communication to superintendents and board members. Perform liaison duties with County Education Office staff, county and state officials, community leaders, parents, and general public.

**Specific duties and responsibilities**

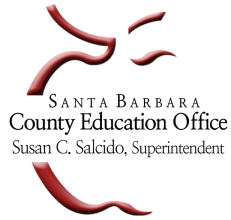
- Perform complex and responsible administrative support duties including independently processing administrative details not requiring the immediate attention of the superintendent
- Research, gather and prepare information needed in administrative decisions, meetings, and in facilitating implementation of policies and programs
- Communicate and serve as liaison with County Education Office staff, the public, members of various boards, school districts, parents, community agencies, county and state officials, and others



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regarding the Office's educational programs and services

- Provide and exchange general information and assistance, resolving issues as appropriate
- Schedule meetings and coordinate activities Coordinate cabinet, district superintendents, and Board meetings and work with management on assignments provided by the superintendent
- Prepare Board agenda and minutes, serving as administrative support to the Board and keeping Board records
- Serve as a critical and key position on the superintendent's cabinet
- Represent the superintendent and the Office at various community events when requested
- Maintain the superintendent's appointment calendar, make travel arrangements including conference registration and lodging, and set dates and confirm arrangements for superintendent's speaking appointments, conferences and community events
- Coordinate the daily activities of the superintendent's office, prioritizing the workload, scheduling and assigning work to others, and monitoring quality of work and production schedules
- Manage highly sensitive calls to the superintendent's office that may be of political or legal content by determining the best course of support and/or action
- Under the superintendent's guidance, communicate with school district superintendents and school board members
- Maintain highly confidential information including that which is used for the development of management positions
- Model a high standard of professionalism and service to others
- Receive and screen office visitors and telephone calls, take messages, provide information and answer questions where judgment, knowledge or interpretation of policies, procedures, and regulations are necessary, make referrals to appropriate departments or programs, exercise discretion in public contacts, and refer to legal counsel when appropriate
- Independently perform and assist with administrative details including correspondence, preparing background summaries, and reports
- Prepare and maintain a variety of administrative records and files including material of a highly confidential nature
- Maintain confidentiality of information and records and monitor matters in progress and priority files
- Perform other essential job-related duties and responsibilities as assigned



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**Requirements**

Education: Associate's Degree or higher

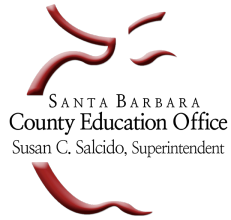
Experience: six years of experience in a responsible administrative support position and experience in a public education setting preferred

**Knowledge and skills**

- Knowledge of the role, services and functions of the County Education Office as they relate to school districts, community agencies, county government, state offices and national organizations
- Brown Act legal requirements, agenda and minute preparation for meetings, governing board structure and role
- Modern administrative office practices, procedures and equipment
- Computer software programs, modern technology, social media, and databases
- Highly professional manners, etiquette, patience, tact, and advanced interpersonal communication skills
- Principles of training and providing work direction that promotes high standards, professionalism, collaboration, and a positive work environment
- Synthesize large quantities of information into clear and concise language
- Interpret and apply analyzed data, utilize advanced research methods, and apply advanced report writing techniques
- Highly professional register of English usage, grammar, spelling, punctuation and vocabulary
- Demonstrates keyboarding/typing skills
- Strong organizational and multitasking skills as well as attention to detail

**Abilities**

- Promote a high standard of professionalism and a positive, healthy work environment
- Organize, plan and control work assignments and projects involving a multiplicity of components and staff to achieve goals and objectives
- Anticipate outcomes and plan and prepare preemptively
- Perform varied, complex administrative tasks and administrative support duties
- Compose correspondence and written materials independently
- Produce tables, charts, graphics and analysis than can be published in any professional presentation
- Edit and proofread documents
- Meet schedules and timelines in spite of frequent interruptions
- Establish and maintain effective working relationships



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- Interpret, explain and apply laws, rules, regulations and policies
- Work independently with little direction and take initiative to address issues independently
- Analyze situations accurately and adopt an effective course of action
- Complete multiple tasks quickly, accurately, and efficiently, without additional prompts and with frequent interruptions
- Anticipate events ahead of time and the details needed in preparation
- Prepare and maintain well-organized administrative records and files
- Train and provide work direction and guidance to others
- Maintain confidentiality and security of sensitive and political information

**Licenses and certificates**

Valid California driver's license, automobile insurance required by law, and the use of a dependable automobile.

**Working conditions**

Office environment subject to frequent interruptions with minimal exposure to health and safety risks.

**Salary range 90**

<i>Approved by the Personnel Commission:</i>	August 26, 1998
<i>Revised:</i>	May 27, 1999
	October 23, 2014
	June 28, 2018