



Marin County Office of Education as the Administrative Agent
for the California Collaborative of Educational Excellence

1111 Las Gallinas Avenue, PO Box 4925
San Rafael, CA 94913-4925

Professional Expert Description **Executive Assistant for the CCEE**

DEFINITION: Under the direction of the Deputy Executive Director/Executive Director, the Executive Assistant provides administrative and program support for their direct reports and various projects. The Executive Assistant is responsible for providing scheduling, travel, project tracking, office management, and clerical support as well as serving as the point of contact for the agency and their executive-level supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found in positions within this class. Job descriptions are written as a representative list of the ADA (Americans with Disabilities Act) essential duties performed by the entire job classification.

EXECUTIVE SUPPORT:

- Communicates directly, and on behalf of the Deputy/Executive Director, with staff, Board members, and external partners and stakeholders, on matters related to the Deputy/Executive Director's initiatives
- Ensures high quality and smooth communication between the Deputy/Executive Director, staff, Board members, and external partners and stakeholders
- Builds positive and professional internal and external relationships critical to the success of the organization.

SCHEDULING/MEETING/TRAVEL SUPPORT:

- Schedules and maintains the Deputy/Executive Director's appointment calendars
- Works with the Deputy/Executive Director and other staff to prepare meeting agendas and takes, transcribes, and distributes meeting minutes and follow-up actions
- Assists in the coordination of meetings, workshop, and other events, including organization of travel arrangements, logistics, facilities set-up, speakers, materials, event promotion, etc.
- Provides on-site administrative support at meetings and events

PROJECT TRACKING:

- Establishes and maintains detailed calendars and timelines of related activities, due dates, and schedules
- Works with the Deputy/Executive Director and other staff to organize and maintain control of files on matters in progress and follows up to ensure completion

- Design prototypes of templates, processes, and project management timelines to high priority projects
- Supports in tracking program budgets and maintains records of project expenditures; identifies and reports discrepancies

COMMUNICATION SUPPORT:

- Drafts and sends emails, letters, and other communications, to both internal and external recipients
- Supports ongoing website maintenance with regular updates to content, based on input from various stakeholders
- Provides copyediting and content editing support to ensure that all communications are produced free of typographical, formatting, and grammatical errors

RESEARCH SUPPORT:

- Conducts basic internet research
- Compiles, reviews, and summarizes various types of reports, spreadsheets, and documents
- Prepares, processes, and enters data
- Researches, compiles, and proofs data including budgets, reports, and programs
- Maintains a variety of files and records; maintains databases
- Compiles and generates reports

CLERICAL/LOGISTIC SUPPORT:

- Serves as the first point of contact in the office by greeting guests in a professional, welcoming manner—in person or on the telephone—and directs to the appropriate department or staff member
- Secures and manages supplies, equipment, and other items as required
- Answers phones, types, files, operates copier, and provides clerical support including drafting, editing, and typing memos, routine correspondence, reports, and related materials
- Maintains general office services by organizing office operations and procedures; controlling correspondence; designing and maintaining filing and storage systems; taking on necessary support functions, maintaining shared office spaces and materials
- Prepares invoices, reimbursements, and other financial reconciliations according to established procedures
- Prepares, sends out, and tracks mass mailings

Performs other duties as assigned requiring essentially the same effort, skill, and responsibilities when work requirements are change or modified.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SKILLS AND ABILITY TO:

- Excellent organization skills and ability to anticipate needs and manage competing and changing priorities

- Effectively plan, organize, and complete short- and long-term projects and responsibilities, while accommodating changing timelines and priorities
- Excellent communication skills, including the ability to communicate effectively both verbally and in writing with a variety of audiences, including those at an executive level
- Resourcefulness and careful attention to detail, including producing high-quality deliverables
 - Work effectively with a high tolerance for ambiguity and a willingness to take on responsibilities, yet will follow up with supervisor to gain clarity if necessary
 - Prepare and maintain accurate records and files
 - Efficiently produce typed and accurate documents
 - Problem solve, make decisions, and prioritize work on multiple projects
- Excellent interpersonal skills, with the ability to work as a team member and resolve priorities and needs of several staff members and projects simultaneously
 - High quality customer services skills, dependability, reliability, and professionalism
- High level of self-motivation and ability to work independently
- Travel within California to provide onsite support at meetings
- Demonstrate patience, persistence, and ability to work as a team member
- Communicate effectively orally and in writing to a variety of audiences, including executives and upper management
- Operate a computer and various software applications/databases, calculator, and duplicating equipment (e.g. Microsoft 365, Google Suite and Applications)
- Quickly adapt to new technology and learn programs, including database software, mobile apps and operating systems (Apple iOS and Android), file-sharing tools, and cloud-based productivity tools. Familiarity with CCEE work tools (Zoom video conferencing, Dropbox, GoogleDrive, OneDrive) preferred
- Maintain orderly work environment and perform tasks in a prescribed and safe manner
- Maintain and improve professional skills and knowledge
- Be flexible and receptive to change
- Adapt work style to that of supervisors, anticipating and initiating actions to address supervisors' needs in reoccurring situations
- Fully read and interpret documents such as procedure manuals and research reports
- Write routine reports and correspondence
- Work evenings and weekends as needed and perform job safely.

KNOWLEDGE OF:

- Use and operations of a computer and standard business software, including Microsoft Office Suite (Excel, Word, and PowerPoint), and the advanced features of these programs such as styles, formulas, and graphics
- Principles and practices of sound business communication
- Correct English usage, including spelling, grammar, and punctuation
- Procedures and approval processes applicable to timekeeping, budget, fiscal and purchasing, travel and training, contracts, maintenance of public records and other administrative processes

EDUCATION and/or EXPERIENCE

Any combination of education, training and/or experience which demonstrates ability to perform the duties as described, including progressively responsible experience and courses in secretarial training. At least 7 years of progressive administrative experience, ideally supporting an Executive, desired.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid California driver's license required

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Hearing and speaking to exchange information and make presentations
- Dexterity of hands and fingers to operate a computer keyboard
- Driving a vehicle to conduct work
- Seeing to conduct inspection of data
- Occasional lifting or carrying up to 25 lbs
- Occasional climbing, balancing, pushing, pulling, stooping, kneeling, and crouching
- Significant fine-finger dexterity
- Generally, the job requires 70% sitting, 15% walking, and 15% standing

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee:

- Regularly works in inside environmental conditions:
 - minimal temperature variations
 - a generally hazard-free environment
 - a clean atmosphere
- Frequently works with a video display terminal for prolonged periods;
- The noise level is typical of an open office work environment with background noise of telephones and conversations;
- Works under stressful conditions with numerous interruptions and shifting demands.