



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

CLASSIFICATION AND
POSITION DESCRIPTION

TITLE:	Executive Assistant II Confidential	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	As Assigned	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARD ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS	12 months/ Calendar 2000 8 hours per day or duty days/hours as assigned
APPROVED: Commission Board	11/17/14 and 11/18/14 01/28/15	SALARY GRADE:	Schedule 55 Range 57

BASIC FUNCTION:

Under the direction of the Superintendent or Deputy Superintendent, perform highly responsible and confidential secretarial and administrative assistant duties to relieve the Superintendent or the Deputy Superintendent of a variety of administrative details; interpret policies and regulations to officials, staff and

the public; represent the Superintendent or Deputy Superintendent at special events as assigned;

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE:

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 flow of 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 assistant experience

WORKING CONDITIONS:

ENVIRONMENT:

Office environment