

EXECUTIVE ASSISTANT – RCSD BILINGUAL

Code No. 3-14-502
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position, located at the Rochester City School District (RCSD), is a high level secretarial position involving the performance of routine administrative business and complex secretarial tasks. Employees serve as secretaries to administrators at the district's cabinet level, relieving them of administrative detail. Employees act on behalf of the administrator in accomplishing administrative business with wide leeway allowed for independent judgment and decision making. The employee communicates to staff and the public in English and in Spanish verbally and in writing. The employee reports directly to, and works under the general supervision of an administrator with considerable freedom in referring and responding to inquiries and overseeing the day-to-day operations of the office. General supervision may be exercised over a clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Researches, compiles and develops confidential and sensitive documents and reports and briefs cabinet level staff on the contents;

Acts as liaison between cabinet level staff, subordinates and other district staff members;

Interprets and transmits (verbal and written) directives, instructions and assignments to staff members on behalf of administrator, and follows-up on status;

Receives and screens incoming visitors, telephone calls, and inquiries dealing with highly sensitive issues as well as federal, state, and local educational services, determines priority of each, and alerts cabinet level staff accordingly;

Writes and develops letters, memos and documents, in English and in Spanish, including board resolutions, manuals, statistical and narrative reports and correspondence dealing with well-defined administrative activities, procedural matters, purchase requisitions, legal documentation, contract preparation and performance evaluations;

Communicates in English and Spanish to staff and the public verbally and in writing by telephone, electronic mail, in person and written documents;

Maintains accurate files of correspondence and records;

Participates in the design and implementation of policy manuals, operational guidelines and district procedures;

Coordinates and attends meetings on behalf of administrator;

Develops meeting agendas, summarizes actions taken and distributes minutes;

Takes and transcribes minutes;

Ensures requests for action and information are furnished in a timely manner, during cabinet level staff absences;

Oversees day-to-day functions of the office and resolves daily operational problems;

Assists with budget development, justifications and back-up material and monitors expenditures;

Recommends action to be taken on office expenditures including equipment and supplies, works closely with the budget office to facilitate access to funds, and completes necessary

appropriations, authorizations, and transfers for payroll and budgetary issues;

Reads, screens, prioritizes and routes cabinet level staff's mail;

Investigates and resolves issues pertaining to the administration regarding areas such as educational facilities, information technology, labor relations, safety and security, transportation and financial services;

Purchases office equipment and supplies and approves payment when received;

Signs previously authorized technical and policy related documents on behalf of cabinet level staff after reviewing, proofreading and editing materials;

Manages cabinet level staff calendar, prioritizes appointments and reschedules when necessary;

Schedules conferences, workshops, meetings and travel arrangements for administrative staff and district-wide;

Manages databases;

Completes legal contracts and other legal documents;

Conducts research and submits recommendations on internal administrative matters, including new initiatives and funding sources;

Coordinates staff representation at meetings and conferences;

Supervises and/or trains staff in operational procedures;

Interviews and recommends for hire office clerical staff.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of office terminology, practices and procedures; good knowledge of English and Spanish grammar and usage; good knowledge of terminology, vocabulary and letter formats used in business correspondence; good knowledge of office management techniques; working knowledge of first line supervision when applicable to position; record keeping ability; ability to operate a variety of office equipment including a computer and applicable software; ability to complete complex secretarial assignments independently; ability to compose business correspondence and written reports in English and in Spanish using proper grammar, punctuation, and spelling; ability to interpret and transmit administrative directives and policies; ability to conduct research and make recommendations; ability to assist with the research and development of a budget; ability to monitor expenditures; ability to prioritize workload in accordance with administrator's priorities; ability to independently resolve problems; ability to proofread not only for spelling, grammar and punctuation but also for sense, consistency and quality; ability to review, prioritize and take action on administrator's mail and inquiries as appropriate; ability to independently research information for administrator's use; ability to communicate orally and in writing in English and in Spanish; ability to establish and maintain accurate filing and record keeping systems; ability to understand, follow and interpret oral and written directions; ability to impart information; ability to deal effectively with staff; ability to take and transcribe minutes; ability to purchase office equipment and supplies; ability to establish and maintain professional relationships with staff and the public; good judgment in handling confidential material; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

(A) Six (6) years paid full-time or its part-time equivalent office secretarial experience, two (2) years of which must have been at a senior* secretarial level; OR,

(B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree, plus four (4) years paid full-time or its part-time equivalent

office secretarial experience, two (2) years of which must have been at a senior* secretarial level; OR,

- (C) Six (6) years paid full-time or its part-time equivalent experience composing original communications for public dissemination; OR,
- (D) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree, plus four (4) years paid full-time or its part-time equivalent experience composing original communications for public dissemination; OR,
- (E) An equivalent combination of education and experience as defined by the limits of (A), (B), (C), and (D) above.

*senior secretarial level experience is defined as duties that include, but are not limited to, composing original correspondence and reports, leading or supervising other staff, budget preparation and justifications, office management, proof reading material for sense, independently responding to correspondence, resolving problems, and legal secretarial work.

SPECIAL REQUIREMENT: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

ADOPTED: July 11, 2011

REVISED: November 7, 2013