

Vail School District Job Description

Job Title: EXECUTIVE ASSISTANT

Department: Beyond Textbooks or Business Support Services

Reports To: Chief Executive or Chief Administrative Officer

FLSA Status: Non-exempt

Classification: Level 14

Approved: June 23, 2015

SUMMARY: Responsible for providing high-level confidential, consistent, and professional administrative support to the assigned administrator and department. Will develop, monitor and revise strategies to initiate, coordinate, and follow special projects from beginning to end.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Works collaboratively with or independently on the Administrator's behalf as part of a positive, creative, fast-paced professional team.
- Manages and participates in a variety of special projects and reports for the Administrator and the department, most of which may have high organizational impact. Serves as project support or project lead, as assigned.
- Receives project documents and compiles a detailed summary that may include a project plan, target date, assigned responsibilities, and takes appropriate steps to ensure the project stays on task through implementation and/or delivery.
- Reviews project proposals with Administrator and other related departments to determine proper lead time, funding and procurement needs/ limitations, procedures for accomplishing project, staffing or resource needs, timely communications to all stakeholders, etc.
- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.
- Plans, coordinates and ensures the administrator's schedule is followed and respected.
- Communicates directly, and on behalf of the administrator, with the public, employees, and others, on matters related to administrator's department or programs.
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the administrator, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response.
- Works closely and effectively with the administrator to keep him/her well informed of upcoming commitments and responsibilities, following up appropriately.
- Completes a broad variety of administrative tasks for the assigned administrator including: managing extremely active individual and department calendars; completing mileage and expense reimbursement reports; composing and preparing general and confidential correspondence; arranging travel plans, itineraries, and agendas; and preparing documents and presentations for meetings, projects, and document requests.
- Builds and maintains professional relationships and seeks opportunities to learn from staff, parents, regulatory and educational agency representatives, civic and community groups, and public and private sector organizations about issues related to assigned areas of responsibility.

EDUCATION and/or EXPERIENCE

Bachelor's degree in area related to business, education, or other applicable field. Proficient with MS Office applications, and database or information management systems. Minimum five (5) years experience in upper level administrative support role in medium to large organizations. Must have experience at working both independently and in a team-oriented, collaborative environment. A combination of education, training, and work experience that qualifies the individual will be considered, at the Administrator's discretion.

LANGUAGE SKILLS

Ability to read and interpret documents such as policies, regulations, procedures, and industry related materials and procedure manuals. Ability to speak effectively to leadership, district employees, and members of the community. Ability to write routine reports and correspondence. Ability to effectively present information to staff, administration, parents, and public groups.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rounding, rate, ratio and percent and to draw and interpret charts and graphs.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to apply common sense, understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Position requires moderate independent judgment, ability, and knowledge in the administrative support and projects related coordination.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Arizona's drivers license and proof of minimum auto insurance coverage.

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.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to taste or smell. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually moderate.