

**KERN COUNTY SUPERINTENDENT OF SCHOOLS  
APPROVED JULY 2023  
SALARY SCHEDULE: #85  
RANGE: 25.0  
CLASSIFIED MANAGEMENT – OVERTIME EXEMPT  
CODE: 1, 6, 8**

## **SENIOR EXECUTIVE ASSISTANT TO THE SUPERINTENDENT**

### **DEFINITION**

Under general direction, provide high-level administrative and strategic support for the Kern County Superintendent of Schools and the members of the Board of Education; ensure expectations and deadlines are met and communicated in a timely manner. Provide a wide variety of complex and highly responsible duties to assist the County Superintendent with administrative and technical details.

### **EXAMPLES OF DUTIES**

Enhance the Superintendent of Schools effectiveness by providing coordinated support in the area of program management and strategic initiatives;

provide the Superintendent of Schools, the Board members, and the County Superintendent's Cabinet with highly complex, efficient, and responsive administrative assistance;

facilitate and contribute expertise to projects requiring extensive collaboration within and outside the office;

communicate with internal and external administrators, acting as liaison to administrators and other department heads, regarding responsibilities and assignments at the direction of the Superintendent;

manage and facilitate special projects as assigned by the Superintendent;

work in close liaison with Board members to provide assistance on Board related matters and attend meetings;

ensure that issues needing the Superintendent of Schools attention are addressed in a timely manner;

plan, organize, and coordinate activities as directed by the Superintendent of Schools and the Board;

provide routine administrative and technical assistance;

maintain effective operations of the Office of the Superintendent, including Board communication, executive meetings and retreats;

supervise, train and evaluate assigned classified employees;

responsible for assigning, directing, and reviewing the work of support personnel;

collaborate with internal and external administrators, personnel, and outside organizations to coordinate activities and programs;

assist in resolving internal and external issues and conflicts and exchange information;

refer inquiries to proper department or agencies and monitor disposition;

provide customer service to stakeholders by assisting in the responses to information inquiries;

prioritize, coordinate, oversee, and evaluate time sensitive issues;  
and perform other work as assigned.

## **QUALIFICATIONS**

### Knowledge of:

Theories and methods of oral and written communication;

research methodology and report writing;

basic management principles and skills;

public relations principles;

major software applications;

Brown Act and Robert's Rules of Order;

California Education Code

school district inter-district and expulsion policies;

school district organizational structures;

board of trustees operations and organization of meetings;

and the organization and functions of the Office of the Kern County Superintendent of Schools as well as Office practices and procedures.

### Ability to:

Effectively coordinate a variety of technical administrative functions at a level requiring extensive independent decision-making within established rules, policies, and procedures;

manage and execute multiple projects accurately under tight deadlines;

facilitate operation of departmental functions independently and with flexibility and initiative;

assemble and analyze data to make appropriate recommendations;

take initiative to solve problems and improve process;

interact effectively with a wide variety of individuals at all levels and governmental organizations;

work collaboratively with diverse staff and support teamwork;

analyze situations accurately and adopt an effective course of action;

public speaking, prepare clear, concise letters, memos, and other written documents;

communicate effectively, both verbally and in writing;

possess excellent attention to detail and organizational skills;

maintain confidentiality of privileged and sensitive information;

lead, supervise, and direct work of office personnel and evaluate performance;

organize and set priorities;

define tasks and schedule, coordinate activities, meetings, and multifaceted projects.

*Other Characteristics:*

Willingness to work during evening hours to attend regular and special Board of Education meetings, and other meetings and conferences as assigned.

*Experience:*

Ten (10) years of responsible experience at executive administrative level, preferably in California public education.

School district executive administrative level experience preferred.

*Education:*

Possess a Bachelor's degree in the area of organizational management, public administration, or related field.

At least four (4) additional years of experience, over the minimum required, can be substituted for the Bachelor's degree.

*Conditions of employment:*

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position is overtime exempt and has a probationary period of one year.

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6/20/2023

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