

**CAJON VALLEY UNION SCHOOL DISTRICT
PERSONNEL COMMISSION**

CLASS TITLE: EXECUTIVE COORDINATOR – SUPERINTENDENT’S OFFICES

BASIC FUNCTION:

Under the direction of the Superintendent, Chief Innovation and Engagement Officer (“CIEO”) and Governing Board, plan, coordinate and organize District executive offices

Maintain Governing Board documents, files and records (e.g. Board policies, permanent files, audio/video tapes, etc.) to provide up-to-date reference and audit trail for compliance.

Perform special projects and prepare various forms and reports on behalf of the Superintendent, CIEO, and Governing Board; attend to administrative details on special matters as assigned; perform varied duties related to the Superintendent, CIEO and Governing Board areas of responsibility and assigned programs.

Research and compile a variety of information; prepare and maintain a variety of complex lists and records related to student information, personnel, financial activity and assigned duties, including those of a confidential nature; compute statistical information for various federal, State and local reports; process and evaluate a variety of forms and applications related to assigned functions; duplicate materials as necessary.

Maintain designated budgets and assure assigned accounts are accurate and expenditures are within federal or State requirements; collect and account for fees; initiate budget transfers as directed.

Prepare, type and process requisitions according to established guidelines; order, receive and maintain inventory of supplies and equipment in accordance with established guidelines.

Input a wide variety of data into assigned computer systems; maintain automated files and records; create queries and generate a variety of computerized lists and reports; assure timely distribution and receipt of a variety of records and reports; assure accuracy of input and output data.

Operate and maintain a variety of office equipment including a calculator, copier, fax machine, computer and assigned software; arrange for equipment repairs as needed.

Establish and maintain professional atmosphere for the District’s executive offices; communicate with other departments, administrators and outside agencies to coordinate activities, exchange information and resolve issues or concerns.

Obtain and provide information, records and materials to staff and the public where judgment, knowledge and interpretation of policies and regulations and organizational functions and programs are required; verify information for staff and outside agencies as requested.

Provide leadership to school site secretaries; develop and implement office procedures to assure complete and timely operations; create office forms to facilitate workflow and assure implementation.

Attend and represent the Superintendent and District at a variety of meetings, workshops, trainings, and events, as assigned; drive a vehicle to various sites to conduct work, as necessary.

Train and provide work direction and guidance to assigned personnel, as directed.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Functions and secretarial operations of an administrative office.
Organizational operations, policies and objectives.

Applicable laws, codes, regulations, policies and procedures.
Modern office practices, procedures and equipment.
Record-keeping techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Methods of collecting and organizing data and information.
Business letter and report writing, editing and proofreading.
Basic public relations techniques.
Operation of a computer and assigned software.

ABILITY TO:

Perform highly responsible and confidential duties to relieve the Superintendent and CIEO of a variety of administrative details.
Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
Plan, coordinate and organize office activities and flow of communications and information for the Superintendent, CIEO, and Governing Board.
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.
Communicate effectively both orally and in writing to a diverse audience.
Establish and maintain cooperative and effective working relationships with others.
Analyze situations accurately and adopt an effective course of action.
Represent the District publicly with integrity, self-confidence and professionalism.
Respond to situations appropriately using tact and diplomacy.
Plan, prioritize, and organize work and effectively manage simultaneous projects.
Meet schedules and timelines.
Work independently with little direction.
Maintain confidentiality of privileged and sensitive information.
Maintain flexibility while working with others in a wide variety of circumstances.
Work with a significant diversity of individuals and/or groups.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: a degree in public or business administration, communications, political science, public relations, prelaw or related field and a minimum of five (5) years of experience in a professional capacity supporting an executive, and public or political processes.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license.
Maintain qualification for automobile insurance coverage.
Driving a vehicle to conduct work.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Constant interruptions.

Subject to district and travel to attend meetings and conduct work. Subject to attending evening Board meetings.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person or on the telephone.

Dexterity of hands and fingers to operate a computer key and oth