

## **SAN MATEO COUNTY OFFICE OF EDUCATION**

### **CLASS TITLE: EXECUTIVE ASSISTANT I, CONFIDENTIAL**

#### **BASIC FUNCTION:**

Under the direction of the Associate Superintendent, Human Resources/Teacher and Administrator Development, perform highly responsible secretarial and administrative support duties to relieve the Associate Superintendent of a variety of administrative details; plan, coordinate and organize employee onboarding; assist with coordination and the development of documents during the labor negotiations process; interpret policies and regulations to officials, staff and the public; and coordinate the flow of communications and information for the assigned administrator.

#### **DISTINGUISHING CHARACTERISTICS:**

The Executive Assistant I, Confidential classification provides primary and complex administrative support to an Associate Superintendent responsible for administrative functions involving the Board of Education and Superintendent's office. Incumbents require thorough knowledge of organizational operations, policies and procedures. The Executive Assistant I, Confidential classification performs complex administrative support duties requiring thorough understanding of Merit System Rules and Regulations, Human Resources Department policies, labor agreements, and payroll and other administrative regulations to administer employment procedures. The Executive Assistant I,





