

Executive Assistant (Assistant to the Office of the Superintendent and Chief of Staff)

Position Details

Class Code: 0253

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

Terms of Employment: [Pay Grade 57 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under administrative review, supports the Office of the Superintendent and the Chief of Staff with day-to-day operations/projects to streamline, automate, and create efficiencies for the team. Requires an analytical, detail-oriented, strategic thinker who possesses strong written/verbal communication skills, flexibility, and independent work ethic. Involves high levels of public interaction. Provides executive-level administrative assistance and management support requiring high degrees of awareness, tact, creativity, and initiative in directing, completing projects and resolving problems.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Manages internal operations of the Office of the Superintendent and Chief of Staff.
2. Plans, organizes, implements, and supervises secretarial/clerical work for the Office of the Superintendent and Chief of Staff.

3. Manages and develops the submission process for agenda items and reference materials from all Executive Cabinet Units, the Superintendent, and the Office of the Clark County School District Board of Trustees.
4. Prepares reports and compiles Board meeting agenda items.
5. Trains all Executive Cabinet-level staff on the requirements and submission process for Board meeting agenda items.
6. Analyzes Districtwide agenda items and reference materials for compliance with the Nevada Open Meeting Law (OML) and District guidelines.
7. Trains, leads, supervises, directs, and oversees staff to ensure smooth information flow, service delivery, and procedural implementation.
8. Reviews, prepares, and reconciles budget accounts and financial/statistical documents for the Office of the Superintendent.
9. Researches, compiles, and analyzes data from various sources.
10. Establishes and manages the District's policy/regulation adoption, amendment, and repeal processes in compliance with Nevada Revised Statutes (NRS).
11. Maintains historical record of District policies and regulations.
12. Frequently addresses questions/concerns of employees, dignitaries, community leaders, parents/guardians, and government officials.
13. Acts as a liaison with minority organizations/communities; addresses questions and concerns, as necessary.
14. Independently researches, prepares, and summarizes information for special projects, as assigned.
15. Responsible for auditing payroll and approving Level 1 requests, as required.
16. Monitors budgets and assists Superintendent's Office administrative staff in understanding discrepancies, shortages, budget requests, etc.
17. Researches questions, obtains, coordinates, and distributes information, and follows-up on project statuses/progress.
18. Arranges, participates in, and implements conferences and committee meetings, as directed.
19. Demonstrates authority and ability to resolve issues at the highest level.
20. Interprets regulations, policies, and procedures to employees and the public.
21. Routes correspondence to the Board, administrators, and support professionals; gives explicit or general directions.
22. Utilizes technology skills to prepare correspondence, tables, and forms; maintains and provides statistical information.
23. Creates/composes memoranda, correspondence, and reports, as directed.
24. Reviews materials for administrative approval; ensures typographical/grammatical accuracy, correct formatting, procedural conformance, internal consistency, and proper approvals.

25. Schedules and attends meetings; provides agenda and minute support (dictation/notes/transcription.)
 26. Provides input for the evaluation of assigned support professionals.
 27. Conforms to safety standards, as prescribed.
 28. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

This position is essential to the efficiency/effectiveness of the Office of the Superintendent and Chief of Staff. Responsible for complex executive assistant duties, managing confidential information and accounting reporting, and leading Executive Cabinet administrative secretaries/assistants and other staff Districtwide. Works independently, directs other administrative secretarial/clerical staff, and supports the Superintendent and Chief of Staff in achieving District goals. Deals with diverse matters requiring extensive knowledge of the District and the roles/responsibilities of the Superintendent, Chief of Staff, and the Board in carrying out their duties.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of the District's structure and operations.
2. Knowledge of Nevada OML requirements.
3. Knowledge of NRS related to policies and regulations
4. Knowledge of secretarial practices, business machines, office management, and recordkeeping/accounting standards.
5. Knowledge of budget and payroll systems.
6. Extensive knowledge of personal computers and software, including word processing, databases, spreadsheets, and presentations.
7. Ability to plan, organize, prioritize, and work independently without immediate supervision.
8. Ability to keep information confidential and maintain an ethical attitude.
9. Ability to gain cooperation and conformance without authority.
10. Ability to interpret, explain, and apply written/verbal instructions, procedures, and regulations.
11. Ability to supervise subordinates.
12. Ability to demonstrate strong writing skills and perform editorial checking for spelling, punctuation, and grammar.
13. Ability to use discretion and make sound judgments.

14. Ability to demonstrate strong leadership and communication skills.
 15. Ability to determine procedures for handling unique problems.
 16. Ability to meet predetermined deadlines and be flexible in shifting to new tasks as priorities change.
 17. Ability to promote public relations and deal tactfully/diplomatically with people.
 18. Ability to concentrate on accuracy of details.
 19. Ability to work flexible hours/shifts.
 20. Ability to judge when to act independently and when to refer situations to an administrator.
 21. Ability to cooperate with management, staff, outside agencies, and the public.
 22. Ability to recognize/report hazards and apply safe work methods.
 23. Ability to perform mathematical and statistical analyses.
 24. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.)
2. Six (6) years' secretarial/clerical experience with extensive public contact. Must have included project/staff supervision, organization, coordination, and performance of duties at a responsible level.
3. Professional work experience in finance and budget monitoring.

Licenses and Certifications

A valid driver's license or state-issued identification card.

Preferred Qualifications

1. Experience working in an executive-level office.
 2. Ability to take dictation (i.e., shorthand, speedwriting, stenography, Dictaphone, etc.) and/or transcribe recordings at 80 words per minute.
 3. Knowledge of the NRS regarding the Nevada OML and District policies/regulations.
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Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)

2. Copy of a valid driver's license or state-issued identification card.
 3. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

CCSD facilities – schools and department offices.

Work Environment

Strength

Sedentary/light – exert force up to 25 lbs., occasionally.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Climate-controlled office settings with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment.)

Examples of Equipment/Supplies Used to Perform Tasks

Computers, printers, copiers, calculators/adding machines, fax machines, telephones, filing cabinets/office equipment, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 08/29/23
- Created: 06/09/21