

ANTELOPE VALLEY SCHOOLS TRANSPORTATION AGENCY

670 W. Avenue L-8
Lancaster, California 93534
(661) 945-3621

VACANCY ANNOUNCEMENT

TITLE: Executive Assistant

PRIMARY PURPOSE:

Under the general direction of the Chief Executive Officer, performs the highest type of secretarial and administrative duties to relieve the Chief Executive Officer and Operations Manager of administrative detail.

DESIRABLE QUALIFICATIONS:

1. Four years of increasingly responsible stenographic, secretarial, and administrative experience, preferably in the field of public education.
2. Practical knowledge of general operations, procedures, rules and policies of an executive office.
3. Skilled in the use database software.
4. Skilled in the use of technology and software related to business operations. (Microsoft Office)
5. Skilled in the use of basic office machines.
6. Must possess advanced language skills as they relate to English language usage, spelling, grammar and punctuation.
7. Possess advanced office skills: Type accurately with speed of 40 wpm; take dictation and transcribe accurately.
8. Must be able to interact and communicate with personnel and the public in cordial, articulate, and professional manner.
9. Must be capable of maintaining professional confidentiality.
10. Must be able to be insured and continue to be insurable by the Agency's liability insurance carrier.
11. Must possess and maintain a valid California driver's license.

SPECIAL WORKING CONDITIONS:

Maintain emotional control under stress. Prolonged use of computers, occasional state-wide travel and prolonged and irregular hours may be required. Repetitive hand and arm motions. Must be able to lift and move at least 25 pound boxes or parcels.

REPORTS TO: Operations Manager

SUPERVISES: None

Chief **TERMS OF EMPLOYMENT:** 12 month

Executive **WAGE/HOUR STATUS:** C-2 - Confidential

Officer and

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MAJOR DUTIES AND RESPONSIBILITIES

1. Answer, screen, and log all phone calls coming into the Agency.
2. Greet and log in Agency visitors at the front desk.
3. Maintain the schedule for facility usage.
4. Receive and transcribe dictation; prepare correspondence independently from notes, instructions and knowledge of the matters involved for signature of the CEO.
5. Serve as secretary for meetings involving the CEO and/or Operations Manager.
6. Manage the activity calendar for the CEO and Operations Manager.
7. Receive and sort mail for the Agency.
8. Maintain all files pertinent to the functions of the offices of the CEO and Operations Manager.
9. Prepare Board of Directors' meeting packages and attend Board meetings.
10. Prepare minutes of Board of Directors' meetings.
11. Performs other administrative services duties as needed.
12. Manage the Parent Pay program for bus passes.

The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Chief Executive Officer may assign additional duties when deemed appropriate.

EVALUATION: Performance will be evaluated annually in accordance with provision of the Board's policy on evaluation of professional personnel.

Any employee interested in being considered for this position shall notify the Agency in writing and must be received by Josie Delgado, Human Resources Administrator, **no later than 4:00 PM, Friday, May 09, 2025.**

"AN EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER"

Posted 04/21/2025