

	<p style="text-align: center;">Classified Position Description</p> <p style="text-align: center;"><i>Executive Secretary to the Superintendent</i></p>	<p>Initial Date: October 14, 1976 Board Approval: Revision Date: August 26, 2002 Personnel Commission: Range: Confidential Supervisory Reports to Superintendent</p>
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DESCRIPTION OF BASIC FUNCTIONS & RESPONSIBILITIES:

Assists the Superintendent in the discharge of responsibilities with emphasis on communications with school/community organizations, Board of Education, public agencies and other community groups. Serves as secretary and assistant to the Superintendent by organizing office activities, handling various technical/legal procedures and performing complex record keeping and filing duties; prepares committee/conference minutes. Directs the work of assigned staff.

REPRESENTATIVE DUTIES:

Performs complex duties as confidential secretary to the Superintendent relieving the Superintendent of a variety of administrative details.

Performs complex duties as Secretary to the Board of Education, attends Board and staff meetings; prepares, assembles and distributes the Board agenda; records and composes official minutes of meetings for appropriate review and distribution.

- Maintains official minutes of Board of Education meetings including indexing records.
- Receives and transcribes highly confidential dictation; composes routine correspondence independently from own knowledge of matters involved.
- Arranges and schedules appointments, meetings, and travel arrangements for the Superintendent and members of the Board of Education.
- Maintains calendar for Superintendent and members of the Board of Education.
- Screens visitors, telephone calls, and mail for the Superintendent.
- Acts as information source regarding District policies and procedures.
- Establishes and maintains administrative and confidential files.
- Types a variety of reports, minutes, correspondence, memos, and other documents.
- Receives complaints, takes corrective action, or refers to proper person for resolution.
- Assists the Superintendent with local Board elections.
- Monitors Superintendent and Board budgets.

EMPLOYMENT STANDARDS:

Knowledge, Skills and Abilities Required:

- Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation.
- Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary.
- Knowledge of proper office methods and practices including word processing, record keeping systems, receptionist and telephone techniques, and letter and report writing.
- Knowledge of financial record keeping methods and practices.
- Ability to perform a variety of highly responsible secretarial support functions with speed and accuracy.

- Ability to work independently in the absence of specific instructions.
- Ability to learn, interpret and apply district policies, procedures and operations.
- Ability to establish and maintain a wide variety of manual and computerized records and files.
- Ability to maintain security and confidentiality of specified records and information.
- Ability to analyze situations and take appropriate action regarding routine procedural matters without immediate supervision.
- Ability to perform arithmetical calculations with speed and accuracy.
- Skill in learning and using computer systems and office software programs as appropriate to assignment.
- Ability to pass a standardized test at 75 words net per minute.
- Skill in effectively communicating in both oral and written form.
- Ability to prioritize and coordinate workflow to meet timelines.
- Skill in operating a variety of office equipment such as typewriter, calculator, copier, computer and printer.
- Ability to gather information and prepare reports.
- Ability to establish and maintain effective work relationships with those contacted in the performance of required duties.

WORKING CONDITIONS:

- Dexterity of hands and fingers to operate standard office equipment including a typewriter or computer terminal to type letters, reports and other materials; bending, reaching to maintain files; hearing to answer telephones; speaking to exchange information, and sitting and operating a keyboard to enter data into a computer terminal for extended periods of time.
- Moderate to high stress level

ENVIRONMENTAL CONDITIONS:

- Indoor office environment.
- Temperature – normal climate.

CONTACTS:

- Daily contact with District staff, school sites, parents, community members and outside agency personnel.

EDUCATION AND EXPERIENCE:

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. A typical way to obtain these would be:

- Education equivalent to graduation from a university or college.
- Two years of college or high school graduation with two years of business college.
- Five years of previous secretarial experience, one year in a school district desirable.
- District experience in a related field may be substituted for formal education.

OCCUPATIONAL CERTIFICATES/LICENSES:

- First Aid and CPR certification.

EMPLOYMENT STANDARDS:

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.