

## TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

**POSITION:** Secretary to the Superintendent

**DEPARTMENT:** Superintendent's Office

**POSITION SUMMARY:** Under general supervision of the Superintendent, the Secretary to the Superintendent coordinates and supervises the general operation of the Office of the Superintendent; provides technical support on policy issues, supports the planning and management of board duties and responsibilities, and coordinates the responsibilities of the Superintendent's office with all other departments. This position has been designated as a "confidential employee" position per SB160.

### ESSENTIAL FUNCTIONS:

1. Develops and coordinates information on pertinent topics for a weekly memorandum to the Board.
2. Types agenda, assembles and prepares other materials for Board of Trustee meetings, attends Board meetings, taking and preparing minutes; notifies Board members and other concerned individuals regarding Board meetings; duplicates, assembles and distributes agenda and materials; maintains files and records of board actions and business; maintains official board minute book; responsible for arranging conferences, travel and other arrangements for Board of Trustees.
3. Assists the Superintendent in the performance of duties as Secretary to the Board of Education.
4. Coordinates the necessary arrangements for school visits, meetings, seminars, and oversees arrangements for conferences, workshops, etc., conducted by or attended by the Superintendent and Board members.
5. Routes to the Superintendent correspondence or communications warranting his/her attention and drafts replies for his/her review.
6. Maintains current knowledge of pertinent laws, rules and regulations.
7. Transcribes, types and maintains a variety of materials, including special confidential correspondence and administrative files.
8. Serves as confidential secretary to the Superintendent; performs a variety of clerical and technical tasks and serves as liaison with other District staff and the public.
9. Provides training, technical leadership and direction of office staff as necessary; assures that established procedures are carried out efficiently; assists in setting work priorities and assists in the preparation of performance evaluations; serves as a resource for other district secretarial and clerical staff.
10. Prepares correspondence, reports, newsletters and other documents as needed, independently or as directed.
11. Maintains computerized budgets, boardroom calendar, handles mail, takes messages, and orders supplies.
12. Maintains various data bases and produces appropriate reports for the department.
13. Receives telephone calls and answers questions concerning the Superintendent's Office, district activities, and policies.
14. Serves as a vital communications link to district staff and the public through personal and telephone contact.
15. Coordinates committees, functions and operations of the District office.
16. Coordinates the development of all district policy and maintains policy books including electronic formats.
17. Performs all duties and responsibilities in a confidential manner.
18. Maintains regular and prompt attendance in the workplace.
19. Performs other related duties as assigned.

**POSITION:** Secretary to the Superintendent

**EDUCATION AND EXPERIENCE:**

Ability to carry out oral and written directions, read, write and speak at a level sufficient to fulfill the duties to be performed. High school diploma or equivalent required. Five years of complex and responsible secretarial experience, including at least two years of secretarial experience in a school district preferred.

**SKILLS AND QUALIFICATIONS:**

1. Ability to perform a variety of highly independent, complex and responsible secretarial, clerical and administrative support services requiring independent judgment with speed and accuracy.
2. Knowledge of a high level of English usage, spelling, grammar, and punctuation.
3. Ability to communicate effectively, orally and in writing.
4. Knowledge of modern office methods, practices and procedures.
5. Ability to take responsibility and use good judgment in recognizing scope of authority.
6. Ability to deal pleasantly and effectively with visitors, both in person and on the telephone.
7. Must have strong organizational skills.
8. Ability to make independent decisions and accurately interpret and apply policies, laws and regulations.
9. Ability to type accurately at a speed of 60 words per minute from clear copy.
10. Advanced knowledge of a variety of computer programs, including word processing, data management, desktop publishing, graphics, and multi-media presentation programs.
11. Ability to maintain cooperative working relationships with those contacted in the course of work.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter and operate standard office equipment.
3. See and read a computer screen and printed matter with or without vision aids.
4. Speak so that others may understand at normal levels and on the telephone.
5. Hear and understand at normal levels and on the telephone with or without hearing aids.
6. Stand, walk and bend over.
7. Reach overhead, grasp, push/pull.
8. Lift and/or carry up to 25 pounds at waist height for short distances.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with District office staff and the public.

**SALARY:** Classified-Confidential Range 17

**DAYS OF SERVICE:** 230

**BOARD APPROVED:** TUSD 5/10/03