

**PLEASANTON UNIFIED SCHOOL DISTRICT
Job Description**

Title:	Executive Secretary	Reports to:	Program Administrator/Supervisor
Job Category:	Clerical	Classification Unit:	Classified
Board Approval:	5/20/2022 6/23/2022 Salary Update	Current Salary Grade:	26
Job Description Revised:	6/10/2022	FLSA Status:	Non-Exempt

JOB SUMMARY:

Under the general supervision of the Program Administrator/Supervisor, perform a variety of highly responsible and confidential administrative and secretarial support duties on behalf of assigned administrators; communicate and provide information to District personnel, the public, and outside agencies; plan, coordinate, and organize office activities and flow of communications and information for the assigned administrator.

ESSENTIAL FUNCTIONS:

- Perform highly responsible duties relieving the administrator of a variety of secretarial and administrative details; plan, coordinate, and organize office and department activities and flow of communications for the administrator; maintain confidentiality of privileged and sensitive information.
- Provide assistance to the Department Administrator in the preparation of complex and confidential documents, including consultant contracts, correspondence, event programs, reports, presentations, informational materials, and policy revision; communicate information to the Board of Trustees, Superintendent, Cabinet, District personnel, the public, outside districts, and community; ensure accuracy and completeness of information provided.
- Serve as an informational resource regarding the District's policies, procedures, and objectives; receive, screen, and route telephone calls; greet and assist visitors; refer callers or visitors to appropriate staff members; take and relay messages; respond to requests, complaints, and questions from officials, staff, and the public.
- Research a variety of written information as requested, including current practices, policies, and education codes, in order to provide information and recommendations and to address a variety of administrative requirements.
- Coordinate and attend various meetings; develop agendas; summarize actions taken for appropriate review; compose and distribute final minutes.
- Receive, review, and verify documents, records, and forms for accuracy, completeness, and conformance to applicable rules, regulations, policies, and procedures.
- Compile, compose, process, and prioritize a wide variety of complex and time-sensitive materials, including resolutions, manuals, statistical reports, final reports, and correspondence for the purpose of communicating information to District personnel and the public.
- Perform assigned clerical accounting duties, including monitoring assigned budgets; maintain accurate records of assigned budgets, purchasing records, and accounts for various grants, services, and support provided to approved students; reconcile account balances and discrepancies according to established procedures.
- Inform personnel and vendors regarding a variety of procedures and program requirements and provide necessary information for completing transactions, taking appropriate action, and

- complying with established fiscal guidelines.
- Arrange appointments, schedules, and itineraries; maintain detailed calendars for administrators and other District staff as assigned.
- Assist in the implementation and application of actions or requests taken by Board of Trustees or District administration, including course or textbook adoptions, policies and regulations updates, and various reports and presentations.
- Assist with preparing, verifying, and formatting student demographic data for sites, administrators, and the Board; assist with data analysis necessary to determine student services and support programs.
- Serve as a liaison as requested to committees and organizations on behalf of administrator for the purpose of conveying and gathering information required for District operations.
- May perform lead duties, including providing training and work direction to office personnel as assigned by the position; coordinate, oversee, and monitor special projects, assignments, and related department activities as required.
- Operate and maintain a variety of modern office equipment and assigned software; arrange for equipment repairs as needed; maintain office supply levels for Department staff.

OTHER JOB-RELATED DUTIES:

- Perform related duties within the scope of the job classification as assigned.

REQUIRED QUALIFICATIONS:

Knowledge of:

- Organizational operations, policies, and objectives.
- Applicable laws, codes, regulations, policies, and procedures.
- Modern office practices, procedures, and equipment.
- Record-keeping techniques.
- Oral and written communication skills.
- Budgeting practices regarding monitoring and control.
- Methods of collecting and organizing data and information.
- Business letter and report writing, editing, and proofreading.
- Basic public relations techniques.
- Operation of a computer and assigned software.
- Advanced English usage, grammar, spelling, punctuation and vocabulary.

Ability to:

- Perform highly responsible and confidential secretarial and administrative assistant duties to relieve the Administrator of a variety of administrative details.
- Interpret, apply, and explain laws, codes, rules, regulations, policies, and procedures.
- Organize complex material and summarize discussions and actions taken in report form.
- Compile and prepare comprehensive reports concerning a broad spectrum of subject matter.
- Compose effective correspondence independently.
- Maintain a variety of complex and confidential files and records.
- Ensure efficient and timely completion of office and program projects and activities.
- Analyze situations accurately and adopt an effective course of action.
- Work independently with little direction.
- Work confidentially with discretion.
- Operate a variety of job-related equipment, including a calculator, copier, fax machine, computer, and assigned software.
- Organize and prioritize work to meet deadlines, timelines, and schedules.

- Perform basic math, including calculations using fractions, percentages, and/or ratios.

EDUCATION AND EXPERIENCE: Any combination of education and experience that provides the required knowledge, skills, and abilities.

Education: High school diploma or equivalent.

Experience: Job-related experience with increasing levels of responsibility.

Required licenses, certificates, continuing education, training, and other requirements:

- N/A

DESIRABLE QUALIFICATIONS:

- N/A

WORKING CONDITIONS:

Environment: Indoor/Office environment. Fast-paced environment with changing priorities.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Some lifting, carrying, pushing, and/or pulling.
- Significant fine finger dexterity.
- Generally, the job requires 70% sitting, 10% walking, and 20% standing.

Hazards:

- N/A

OTHER:

Required Testing:

- Pre-employment Test.

Clearances:

- Criminal Justice/Fingerprint Clearance.
- State Mandated Training
- TB Clearance

Pleasanton Unified School District is an Equal Opportunity Employer. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). Reasonable accommodations are made under A.D.A. as required by law.