

## WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

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**TITLE:** SENIOR EXECUTIVE SECRETARY

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**BASIC FUNCTION:**

Under the direction of the District Superintendent, supervises assigned staff and performs complex administrative and secretarial duties on behalf of the District's chief administrative officer; receives and disseminates, as appropriate, official and confidential information. Acts as the primary recording secretary for the District's Board of Trustees.

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**ESSENTIAL DUTIES:**

Organizes and manages the day-to-day activities of the Superintendent's office to assure efficient and effective office operations; coordinates the flow of communications and correspondence to and from the Superintendent's office in a timely fashion.

Provides hands-on, high-level administrative support to the Superintendent.

Supervises subordinate secretary and other assigned clerical personnel; provides direction to switchboard operator/receptionists and district office custodian.

Schedules daily appointments for the Superintendent; screens phone calls and visitors to the office; receives inquiries and provides information; provides assistance in the area of community and public relations.

Reviews all correspondence, including e-mail to Superintendent, prioritizes, analyzes information independently, and provides recommendations for the Superintendent.

Utilizes independent judgment and current management and supervision techniques in various situations regarding decision making on behalf of the Superintendent.

Performs a variety of research functions, including Internet research and telephone interviewing, and compiles information on legal, legislative, or technical subjects as required and responds to questions as necessary.

Interprets Board policies to public and staff.

Participates in Executive Council Agenda Review meetings.

Responds to requests for information and coordinates contacts with other departments as needed.

Maintains currency on operational functions of the District and appropriately implements policies, procedures and guidelines.

Arranges schedule of activities such as staff appointments, meetings and conferences and travel arrangements for Superintendent, Board of Trustees and Executive Council.

Conducts initial interviews in person or over the telephone with teachers, parents or others; answers questions, refers to an appropriate staff member or makes an appointment with the Superintendent.

Interacts effectively with elected officials on behalf of the Superintendent.

Receives and transcribes dictation of letters and memoranda including materials of a confidential nature.

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Prepares correspondence, reports, surveys, forms, charts, budget sheets, and memoranda including material of a confidential nature.

Maintains complex departmental records; organizes filing systems; develops and revises forms.

Coordinates and prepares Board agendas and enclosures for Board meetings, and ensures that information is complete and distributed in a timely manner.

Attends Board and administrative staff meetings; takes and transcribes minutes of the proceedings; under the direction of the Superintendent, provides secretarial service for members of the Board of Trustees.

Operates various office machines and equipment including a typewriter, word processor, computer terminal, calculator, copy machines, and dictation equipment.

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**OTHER REPRESENTATIVE DUTIES:**

Maintains proficiency with advanced computer skills and latest technologies such as e-mail systems, multimedia, presentation software, digital handheld technology and other technology.

Supervises and trains others on various software systems.

Participates in professional development activities to meet the needs of the position through the acquisition of human and technical skills and work habits; attends conferences, seminars and professional meetings as required.

Receives, opens, and routes mail; answers routine letters and inquiries; serves as the communications link between the Superintendent's office, schools, departments, and members of the Board of Trustees.

Is authorized to approve expenditures of departmental funds up to one-thousand dollars.

Performs other related duties as required or assigned.

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**ORGANIZATIONAL RELATIONSHIPS:**

Supervision: (1) Reports to, receives direction from, and is evaluated by the District Superintendent.

(2) Supervises assigned secretarial and clerical staff; provides direction to the switchboard operator/receptionist and district office custodian.

Internal Contacts: Continuing contacts with individual school board members, district personnel at all levels, as well as those assigned to schools and other facilities.

External Contacts: Frequent contact with other district offices, personnel of the County and State Departments of Education, city offices, representatives of the state and county school board associations, local service associations, vendors and professional experts, and the general public.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Modern office practices, procedures, equipment, office management techniques, organization and administrative practices.

Technology as related to administrative and workplace requirements, including word processing, spreadsheets, database and e-mail.

Basic research methods.

Fundamentals of time management, business practice, research methods, and general principles of human relations and the operations of an executive office.

Organization and operation of a school district.

Standard American English usage, grammar, spelling, punctuation, and vocabulary.

Oral and written communication skills.

Effective public relations techniques.

Telephone techniques and etiquette; and appropriate use of e-mail and the internet.

Financial and statistical record-keeping techniques.

Interpersonal skills using tact, patience, and courtesy.

***ABILITY TO:***

Problem solve, multi-task, demonstrate flexibility, reliability and accountability in performing administrative tasks.

Perform responsible and technical secretarial and administrative assistance duties.

Learn the District's organization, rules, regulations, policies and procedures and be able to assimilate them, and apply them appropriately.

Learn applicable sections of the State Education Code and other applicable laws.

Read, interpret, and explain rules, regulations, policies and procedures.

Prepare comprehensive narrative and statistical reports, and special projects.

Compose correspondence independently or from rough notes or oral instructions.

Type sixty-five (65) words net per minute from clear copy.

Take and transcribe dictation using speed writing, shorthand or transcription equipment to produce a variety of printed informational material and data and to prepare minutes of meetings.

Add, subtract, multiply, and divide quickly and accurately.

Operate a variety of standard office machines such as a typewriter, computer work station, calculator, copier, and dictation equipment.

Establish, modify, and maintain various records and files for quick access and reference.

Train and supervise other clerical personnel.

Work independently with little direction.

Work confidentially with discretion.

Analyze situations accurately, and adopt an effective course of action.

Communicate effectively both orally and in writing.

Meet schedules and time lines despite changing priorities and constant interruptions.

Establish and maintain cooperative and effective working relationships with those contacted in the course of work.

Work courteously and tactfully with co-workers and public.

Adapt easily to work assignments, additional priorities and new procedures.

Receive constructive criticism and modify work appropriately.

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#### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: (1) Two years of college or equivalent training in office management, secretarial training courses or related subject matter areas; and (2) Five years secretarial or office management experience; including at least two years experience as a secretary or administrative assistant to a high level administrator or manager. Certification as a Certified Professional Secretary (CPS) and/or Certified Administrative Assistant (CAP) is highly desirable.

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#### **PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle , or feel. The employee frequently is required to sit, reach with hands and arms, and talk or hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move objects weighing up to 10 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

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#### **WORK ENVIRONMENT:**

While performing the duties of this job, the employee generally works in an office environment, but is occasionally exposed to outside weather conditions. The noise level in the work environment is usually quiet.

**LICENSES AND OTHER REQUIREMENTS:**

Possession and maintenance of a valid California Driver's License.

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PREPARED BY:	Classified Personnel Department	DATE: 5/97
APPROVED BY:	Board of Trustees	DATE: 5/11/89
APPROVED BY:	Personnel Commission	DATE: 5/11/89
AMENDED BY:	Personnel Commission	DATE: 6/20/06
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