

**CLASSIFIED JOB DESCRIPTION**

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**SECRETARY TO THE EXECUTIVE DIRECTOR**

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**JOB SUMMARY:**

Serves as secretary to the Executive Director; performs a wide variety of complex secretarial and administrative duties, often of a confidential nature; coordinates communications and information; monitors and supports department staff in a team-oriented atmosphere; and assists with administrative and graphics support.

**ESSENTIAL JOB FUNCTIONS:**

- Serves as the supervisor's administrative secretary.
- Screens visitors, telephone calls, and mail.
- Sends/receives faxes, e-mail, and correspondence.
- Composes letters, memos, and reports; prepares Board agenda items.
- Creates, edits, and proofs reports and other materials needed.
- Initiates work that keeps the office running smoothly.
- Serves as a liaison with various agencies and state offices.
- Prioritizes duties and possible duties of other office staff (delegating).
- Coordinates arrangements for meetings and work sessions including, but not limited to, scheduling, room reservations, and notification to participants.
- Compiles information and generates federal, state, and local reports as needed.
- Researches information for supervisor and other administrators for use with reports, grant applications, budget preparation, etc.
- Learns new software programs or skills required to keep up-to-date in the current job.
- Orders office supplies and materials for department.
- Maintains supervisor's files, including confidential files.
- Distributes mail and materials ordered and received by the department.
- Designs spreadsheets, newsletters, fliers, and brochures as needed.
- Maintains absence records for department staff.
- Processes forms, travel requests, reimbursements, and Internet applications.
- Handles the administrative details not requiring the immediate attention of the Executive Director.
- Provides information where judgment, knowledge, and interpretation of procedures and regulations are necessary.
- Provides extra support (time, effort, or whatever is required) to accomplish department goals.
- Performs other duties as assigned.

**ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:**

- Evidence of three years successful full-time secretarial experience, at least one of which includes monitoring the work of other employees in an office.
- Ability to understand the multiple programs assigned to the department; may be required to have broad knowledge of District policies, practices, and goals.

- Ability to perform secretarial and administrative work of a relatively complex and difficult nature requiring the exercise of much more than average judgment; ability to spell correctly and use good English in performing a variety of work; ability to type 55 words per minute; ability to speak, read, and write Spanish is highly desirable.
- Ability to maintain the security of sensitive, confidential, and privileged information; relate to employees and the public in a positive and caring manner; understand and carry out oral and written directions; establish and maintain cooperative working relationships.
- Knowledge of department practices and procedures using a variety of computer systems that may include Microsoft, BusinessPlus, and ESchool; various forms of correspondence, filing, etc.
- High school diploma or GED required. Preferably including or supplemented by courses in typing and office practices.

*Classified Salary Schedule: Range 36*  
BOARD APPROVED: 08/14/12  
REVISION DATES: 06/10/15  
07/17/23  
08/09/2023