

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Executive Secretary III - Superintendent

Reports to: Superintendent

Classification: Classified Confidential

FLSA: Non-Exempt

Range: Classified Confidential Salary
Schedule

EDUCATION AND EXPERIENCE

Any combination equivalent to: graduation from high school supplemented by college-level course work in business office management, secretarial science or a related field and four years of increasingly responsible secretarial or administrative assistance experience.

SUMMARY

Under the direction of the Superintendent, perform responsible and confidential secretarial and administrative duties as the primary secretary to the Superintendent and Board of Education; coordinate flow of communications and information; interpret policies and regulations to officials, staff and the public.

SPECIFIC RESPONSIBILITIES

1. Perform responsible duties as the primary confidential secretary to the Superintendent and the Board of Education, relieving the Superintendent and Board members of a variety of secretarial and administrative details; maintain confidentiality of issues related to negotiations, District actions, personnel and students.
2. Attend Board meetings and perform various secretarial and administrative duties for the Board, including coordination and preparation of agenda and supporting materials with various departments; assemble and distribute related folders and packets; prepare minutes following Board meetings; submit minutes and revise as appropriate; maintain files of official minutes, resolutions and appropriate attachments.
3. Receive, screen and route telephone calls; refer calls or visitors to appropriate staff members; respond to requests, complaints and questions from officials, staff and the public, representing the District by phone and written communication.
4. Obtain and provide information to staff and the public where judgment, knowledge and interpretation of policies and regulations and District functions and programs are required; make decisions regarding procedural matters within the scope of responsibility.
5. Communicate with a variety of District personnel, outside agencies and the public to exchange information, resolve issues or concerns and coordinate activities.
6. Compose correspondence independently on a variety of matters; compile and type various letters, reports, statistical data, memoranda, speeches, articles, bulletins, lists, forms, manuals and other materials as directed; review and check documents for completeness and accuracy and conformance with applicable rules, regulations and procedural requirements; distribute materials as appropriate.
7. Maintain and coordinate the Superintendent's calendar; schedule various appointments and meetings; arrange meetings and make travel arrangements; keeps Superintendent current regarding calendar activities.
8. Compile information and prepare and maintain a wide variety of data and reports according to established procedures and time lines; compile documents and collect signatures as assigned;

process a variety of forms and applications related to assigned activities; duplicate materials as needed.

9. Prepare and maintain a variety of records related to meetings, agendas, correspondence, resolutions and assigned activities; establish and maintain filing systems.
10. Operate a variety of office equipment including a copier, fax machine, calculator, typewriter, computer and assigned software.
11. Maintain department budget and monitor expenditures according to established guidelines; prepare purchase orders.
12. Attend and participate in a variety of assigned meetings, conferences, workshops, in-services and special events.
13. Perform related duties as assigned.

SPECIFIC QUALIFICATIONS

The Executive Secretary III classification is responsible for relieving the Superintendent and Board members of a variety of secretarial and administrative details as the primary secretary. The Executive Assistant classification is responsible for performing responsible and confidential secretarial and administrative duties as the backup secretary to the Superintendent and Board of Education.

Knowledge of:

- Functions and secretarial operations of an administrative office.
 - District organization, operations, policies and objectives.
 - Applicable laws, codes, regulations, policies and procedures.
 - Record-keeping techniques.
 - Correct English usage, grammar, spelling, punctuation and vocabulary.
 - Oral and written communication skills.
 - Interpersonal skills using tact, patience and courtesy.
 - Filing systems.
 - Telephone techniques and etiquette.
 - Letter and report writing, editing and proofreading.
 - Public relations techniques.
 - Operation of a computer and assigned software.
- Modern office practices, procedures and equipment.

Ability to:

- Perform responsible and confidential secretarial and administrative duties as the primary secretary to the Superintendent and Board of Education.
- Coordinate flow of communications and information.
- 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.
- Answer telephones and greet the public courteously.
- Maintain a variety of complex and confidential files and records.
- Type or input data at 60 words per minute from clear copy.
- Perform shorthand or speedwriting at an acceptable rate of speed.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Plan and organize work.

- Meet schedules and time lines.
- Work confidentially with discretion.
- Operate a variety of office equipment including a computer and assigned software.
- Communicate effectively both orally and in writing.
- Work independently with little direction.

PHYSICAL ABILITIES

Office environment.

Constant interruptions.

Hearing and speaking to exchange information in person and on the telephone.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Bending at the waist, kneeling or crouching to file materials.