LAKE ELSINORE UNIFIED SCHOOL DISTRICT
Superintendent's Secretary
Job Description

Job Summary:

Under the direction of the Superintendent, serves as a confidential administrative secretary and is responsible for assisting the Superintendent in offices having the broadest, District-wide, line and staff responsibilities by organizing office activities, coordinating communications, handling a variety of specialized office routines and performing responsible and complex secretarial duties; performs assigned technical activities, prepares conference minutes, assists with the compilation of board agendas; assists with the taking and transcribing dictation for the Governing Board meetings, and assumes/prepares information to assist administrative decisions.

Minimum Required Qualifications:

1. Education/Experience: Any combination equivalent to: graduation from high school supplemented by one year at the college/university-level coursework in business, office management, or a related field and/or four (4) years of responsible secretarial/ administrative assistance experience involving public contact.
2. Knowledge of: Functions and secretarial options of an administrative office; Fundamental principles, techniques, and procedures of personnel administration; District organization, operations, policies, and objectives; Applicable laws, codes, rules, and regulations; Financial and statistical record-keeping and report preparation techniques; Budgeting practices regarding monitoring and control; Correct English usage, grammar, spelling, punctuation, and vocabulary; Oral and written communication skills; Interpersonal skills using tact, patience, and courtesy; Telephone techniques and etiquette; Basic public relations techniques; Operation of a computer and assigned software; Methods of collecting and organizing data and information; and Business letter/report writing techniques.
3. Licenses/Testing: Valid CA Driver's License and evidence of insurability; Criminal Justice Fingerprint Clearance, and negative pre-employment drug screen test/negative TB results; Certification of a typing/keyboarding assessment at a minimum of sixty (60) words a minute; shorthand experience preferred.

Duties & Responsibilities:

The Superintendent's Secretary provides District-wide leadership and supervision in the following areas:

- Performs complex and confidential secretarial and administrative assistance duties to relieve the Superintendent of secretarial and administrative detail; plans, coordinates, and organizes office activities, as well as the flow of communications; maintains confidentiality of privileged and sensitive information.
- Researches and compiles a variety of information; computes statistical information for various Federal, State, and District reports; Processes and evaluates a variety of forms related to assigned functions.
- Maintains the Superintendent's budget and assures that accounts are accurate and expenditures are within Federal/State requirements; Collects and accounts for fees; Initiates purchase orders and budget transfers.
- Composes, independently or from note/rough draft, a variety of materials including those of a confidential nature such as inter-office communications, applications, requisitions, forms, letters, contracts, special projects, legal documents, and other materials; revising as necessary to improve grammar and structure and to maintain uniformity of style and appearance; Establishes and maintains a

variety of complex Superintendent's office records, lists, files, and records including confidential materials as directed.

- Receives visitors, including administrators, staff, parents, and the public while providing optimal customer service; Provides detailed and technical information concerning policies and procedures where judgment, knowledge, and interpretation of procedures and regulations are required or direct to appropriate personnel.
- Receives confidential dictation, which includes a substantial amount of technical terminology and transcribes, edits, or revises as directed; Takes minutes at group meetings, exercising judgment in taking verbatim minutes in accordance with general instructions.
- Compiles or checks reports, records, and other data for accuracy, completeness and compliance with established standards before transmittal to other offices and agencies.
- Assures timely communications between assigned District personnel, outside agencies and the public; Resolves issues as appropriate; Diffuses difficult situations and then refers to the appropriate administrator.
- Receives, screens, and routes, telephone calls while providing optimal customer service; Takes and relays messages as appropriate; Serves as a resource to others concerning policies and procedures.
- Coordinates, schedules, and attends a variety of meetings; Prepares and sends out notices of meetings; maintains appointment calendars; reserves facilities; collects and compiles information for meetings, projects, and workshops.
- Prepares agenda items and back-up materials for a variety of meetings; Prepares charts and statistical information as needed; Attends meetings and takes/transcribes minutes; Prepares charts and statistical information as needed; Attends meetings and takes/transcribes minutes.
- Coordinates travel and conference arrangements for staff as necessary; Prepares related forms and reimbursements.
- Receives, opens, sorts, screens, and distributes incoming mail timely; Composes replies independently or from oral direction.
- Trains and provides work direction/guidance to staff as assigned by the position; Assigns and reviews the work of staff; Takes Division attendance on a daily basis and submits monthly reports to Payroll.
- Inventories, orders, receives, and distributes office supplies and materials; Prepares purchase orders; Communicates with vendors to obtain price quotes.
- Operates a variety of office equipment including a copier, fax machine, and keyboard; Operates a computer and assigned software; Records information and generates lists, reports, and other materials as assigned.
- Develops and implements office procedures to assure complete, accurate, and timely operations; Creates office forms which facilitate work flow.
- Establishes and maintains cooperative working relationships with others; Works collaboratively with the Superintendent, Board of Trustees, Cabinet, District Office staff members, principals, faculty, staff, parents, and community utilizing courtesy, tact, and diplomacy.
- Utilizes technology to maximize job performance; Prioritizes and manages a variety of complex tasks and analyzes situations accurately and adopts an effective course of action.
- Exercises independent judgment in the use and interpretation of District policies and procedures; Works independently with minimal direction.

- Attends Governing Board meetings upon request; Acts as a back up to Administrative Assistant to the Governing Board.
- Assists with the on-going Governing Board Policies/Administrative Regulations and/or Exhibits updates, as well as develops and/or develops position manuals.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Assists the Superintendent by performing research and special projects as requested.
- Attends and participates in a variety of staff development and meetings.
- Establishes a communication network with other District/County-wide Superintendent's Secretaries.
- Performs other related duties as assigned.

Working Conditions:

1. Environment:
    a. Office environment at the District Office
    b. Demanding timelines/Subject to frequent interruptions and daily contact with staff/community
2. Physical Abilities:
    a. Dexterity of hands and fingers to operate a computer keyboard and operate standard office equipment
    b. Position requires occasional carrying, pushing, pulling or lifting up to 25 pounds
    c. Sitting and/or standing for long periods
    d. Occasional bending at the waist, kneeling, or crouching to file materials
    e. Hearing and speaking to exchange information in person, on the telephone, and through email
    f. Occasionally reaching overhead, above shoulders, and horizontally
    g. Visual ability to read, prepare/process documents and small figures
    h. Mobility to travel to various school sites, conference and workshops required
3. Hazards
    a. Extended viewing of computer monitor
    b. Working with and around office equipment having moving parts

Salary/Work Year:

Commensurate to Lake Elsinore Unified School District Confidential Salary Schedule/245 days: FLSA Exempt

Supervision:

Superintendent of Schools