



**ADMINISTRATIVE SECRETARY -
CONFIDENTIAL**

Department/Division:	Administrative Services
Reports To:	Deputy Superintendent
Provides Direction To:	NA
FLSA Exemption Status:	Exempt
Date Prepared:	May 19, 2016
Date Adopted by Board:	June 1, 2016
Salary Range:	Confidential

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

DEFINITION

Under general direction, to perform responsible administrative staff work and responsible administrative secretarial duties to support a complex District program; to plan, organize and prioritize work flow and coordinate communication for a complex District division; to apply knowledge of District policies, rules, regulations, procedures, programs, and organization to specific situations and issues; perform other duties as assigned.

DISTINGUISHING CHARACTERISTICS

Positions in this class are designed confidential under the provisions of the Educational Employee Relations Act (EERA). A “confidential employee,” as defined by the EERA, includes those who, in the regular course of their duties, have “access to, or possess information relating to,” employer-employee relations, including labor negotiations and grievances. Incumbents are assigned to participate in the employer’s labor relations activities by compiling data, taking notes of meetings and performing administrative support work which requires access to employer’s position on labor relations matters. Positions in this class are assigned to major District-wide divisions. Incumbents are required to maintain the strict confidentiality of information related to the district’s employer/employee relations' activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Organize and manage the administrative office of a major organizational division of the District, assuring efficiency and quality of the office operations; coordinate communications;

relieve the supervisor of administrative detail. Plan, organize, develop, implement and improve processes to complete assigned projects and on-going operations of the office.

- Take and transcribe dictation (notes or keyboard) of letters, reports, bulletins, memoranda, and minutes of meetings (during and after regular working hours) including material of a confidential nature.
- Compose and keyboard correspondence including that of a confidential nature from notes, rough drafts, video and audio recordings, or verbal instruction; keyboard union contracts and negotiation notes of a confidential nature.
- Monitor budget, state mandated costs for reimbursement, and other fiscally related information; prepare and maintain an up-to-date log of budget expenditures and account balances for the assigned programs; initiate purchase order requisitions.
- Collect statistical data and backup material and consolidate preparation of statistical, financial, and administrative reports; assist in the collection and reporting of accurate enrollment data as well as data for the California Longitudinal Pupil Achievement Data System (CALPADS); complete survey forms; maintain departmental employee time records.
- Serve as the point of contact for employees, supervisors, insurance carriers, and their agents involved in the District's workers' compensation and risk management programs
- Interview callers in person and on the telephone. Receive complex and technical verbal messages and reports from attorneys, consultants, auditors, and others to be provided to the Superintendent in written summary or orally. Determine the urgency and priority of messages and requests for meetings and telephone contact with the supervisor. Maintain calendar of the supervisor, use initiative and discretion in scheduling and rearranging appointments and establishing meeting and appointment schedules requiring contacts within and outside the District, and in resolving varied conflicts. Schedule employment interviews. Schedule evaluation observations. Screen and refer callers to other individuals, as appropriate.
- Plan and coordinate with other departments, schools and outside organizations special meetings and events for the supervisor. Make conference registration, travel, and hotel arrangements.
- Provide information to administrators, other employees, students, parents and the public as necessary; interpret and explain State and Federal laws and guidelines, policies, programs, rules, and procedures.
- Maintain an understanding of the programs and functions of the supervisor and their relation to the District operations.
- Participate in meetings related to assigned projects and functions and attend meetings on behalf of supervisor.
- Collect, prepare, assemble and review Board agenda items, assuring the inclusion of required backup material and assuring that follow-up action is taken after Board approval, as appropriate.
- Prepare and distribute meeting notices and agenda; attend meetings, labor negotiations, workshops, and conferences to record proceedings; prepare and distribute comprehensive minutes of meetings, labor negotiations, workshops and conferences.
- Originate and independently prepare material for the approval of the supervisor, such as employment and consultant contracts, certificates of insurance, resolutions, newsletters.
- Open, sort, and route mail.
- Order, receive, inventory, store, and distribute office supplies and forms.
- Operate a variety of modern office machines and equipment, such as computer, printer, LCD projector, voice enhancement system, audio and video recording systems, electronic typewriter, fax machine, and photocopier.

- Maintain a variety of complex, confidential, privileged, and sensitive information, files, and records.
- Organize and compile reports that require use of independent judgement.
- Enter information to computer using advanced functions of word processing, graphics, desktop publishing and spreadsheet software; interpret data processing information; may develop macros and automated systems for information handling.
- Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic principles and practices of administration, supervision, and training
- School district organization, operations, policies, and objectives
- Applicable sections of the State Education Codes and other applicable laws
- Modern office practices, procedures, and equipment
- Telephone techniques and etiquette
- Record keeping techniques
- Budget administration
- Correct English usage, grammar, spelling, punctuation, and vocabulary at an advanced level; oral and written communication skills in English.
- Public and customer relations principles and practices;
- Business mathematics
- Computer operations, including word processing, spreadsheets, presentation software, and other software programs and applications.
- Interpersonal skills using tact, patience and courtesy, including human relations skills, conflict resolution strategies and procedures, and team building methods and techniques.

Ability to:

- Perform all essential duties of the position with general supervision
- Plan, organize, and schedule the flow of work in an administrative office
- Take minutes at meetings and conferences
- Compose minutes of meetings
- Train, schedule and furnish work direction to clerical and secretarial assistants as assigned
- Work independently with little direction
- Keyboard at 60 words per minute net from clear copy
- Take dictation (shorthand or keyboard) at 90 words per minute and transcribe accurately
- Compose independently or from oral instructions, letters memos, bulletins, or other material
- Organize complex material and summarize in report form for discussion and/or action
- Analyze problems accurately and adopt an effective course of action
- Operate a variety of modern office machines and equipment, such as computer, printer, LCD projector, voice enhancement system, audio and video recording systems, electronic typewriter, adding machine, calculator, fax machine, and photocopier, and use a variety of computer software packages, including word processing, spreadsheets, presentation software, and other programs and applications
- Read and follow rules, regulations, policies and procedures
- Make arrangements for meetings, workshops, and conferences

- Maintain records and prepare reports
- Maintain a variety of filing systems
- Complete mathematical calculations with speed and accuracy
- Work confidentially with discretion
- Communicate effectively both orally and in writing in English; writing skills to develop professional correspondence.
- Complete work with many interruptions
- Understand and carry out oral and written instructions
- Establish and maintain an effective working relationship with those contacted in the course of work

EDUCATION, TRAINING, AND EXPERIENCE

Any combination of training, education and experience that demonstrates possession of the knowledge and abilities of the position and the ability to perform the duties of the position. Minimum of two (2) years of administrative secretarial experience involving extensive use of office automation, including computer skills and knowledge of software programs, at an advanced level and the independent performance of routine administrative staff work, and completion of an Associate of Arts degree or certificate in business administration, secretarial science, or a field related to the duties of the position, or experience at or equivalent to the level of Senior Secretary in the Manhattan Beach Unified School District from which the candidate has gained the skills, knowledge, and abilities stated above.

LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS

Possession of a valid California Class C Driver's license and the ability to maintain insurability under the District's vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, the employee is regularly required to sit for extended periods of time; hear and speak to exchange information in a proficient manner, in person and by telephone; use hands and fingers to touch, handle, feel, grasp or operate standard office equipment including technology; and reach overhead, above the shoulders and horizontally. The employee may frequently be required to stand and walk, bend, stoop, and kneel. The employee must occasionally grasp, lift and move records and documents typically weighing as much as 20 pounds or more. The employee must be able to operate a motor vehicle and drive from place to place.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The employee must have hand-eye coordination, and be able to read printed material and computer or other technology screens.

Mental Demands

While performing the duties of this position, the employee may be regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; use math and mathematical reasoning; perform highly detailed work; work on multiple and concurrent tasks; work with frequent interruptions; work under intensive deadlines; interact with District and program personnel, school administrators, managers, staff, vendors, the public, and others encountered in the course of work; demonstrate judgment and professionalism when interacting with supervisors, co-workers, staff, students and others encountered in the course of work; establish and maintain cooperative relationships throughout the work environment; learn quickly and follow verbal procedures and standards to accomplish assigned duties and to apply new skills. The employee must be able to work independently and follow a schedule. The employee may deal with dissatisfied or quarrelsome individuals, including District employees, students and parents. Some stress may be encountered while performing the duties of this position.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

The employee will work under typical office conditions with a usually quiet or moderately quiet noise level. The employee frequently drives to District sites, training facilities, community meetings and other locations as needed. The employee is subject to constant interruptions.

OTHER CONDITIONS OF CONTINUED EMPLOYMENT

Participate in employer mandated training and re-training programs.