

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE SECRETARY NON-CONFIDENTIAL

DEFINITION

Under direction, to perform specialized 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 policies, rules, regulations, procedures, programs, and organization to specific situations and issues; and to do other related work as directed.

CLASS CHARACTERISTICS

Positions in this class are assigned to major District-wide divisions.

EXAMPLES OF DUTIES*

The tasks listed in this section are representative of duties assigned to positions in this class. This list is not intended to be an exhaustive list of all of the tasks assigned to positions in the class, and it is not expected that all of the tasks listed are necessarily assigned to all positions in 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 division E
- Take and transcribe dictation (notes or keyboard) of letters, reports, bulletins, memoranda, and meetings of minutes (during and after regular working hours) E
- Compose and keyboard correspondence from notes, rough drafts, transcription machine tapes, or verbal instructions E
- Monitor budget and state mandated costs for reimbursement; prepare and maintain up-to-date logs of budget expenditures and account balances for the assigned programs and state mandated costs for reimbursement; initiate purchase order requisitions E
- Collect statistical data and backup material and consolidate preparation of statistical, financial, and administrative reports; complete survey forms; maintain departmental employee time records E
- 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 supervisor 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 E
- Make conference registration, travel, and hotel arrangements. Screen and refer callers to other

individuals, as appropriate E

- 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 E
- Maintain an understanding of the programs and functions of the supervisor and their relation to the District/program operation as a whole E
- 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 E
- Prepare and distribute meeting notices and agendas; attend meetings, workshops, and conferences to record proceedings; prepare and distribute comprehensive minutes of meetings, labor negotiations, workshops and conferences E
- Maintain complex files and records, such as records of various Federal and State projects, personnel and labor relations, workers compensation E
- Originate and independently prepare material for the approval of the supervisor, such as employment and consultant contracts, certificates of insurance, resolutions, newsletters E
- Open, sort, and route mail
- Order, receive, inventory, store, and distribute office supplies and forms
- Operate a variety of office machines and equipment, such as facsimile, computer, printer, electronic typewriter, and photocopier E
- Maintain a variety of privileged and sensitive information, files, and records.
- Prepare and revise a variety of documents, reports, catalogs, and other materials E
- Organize and compile reports that require use of independent judgment E
- 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 E
- Perform related work as assigned

***Task statements coded with the letter "E" are essential elements of positions in this class pursuant to the Americans with Disabilities Act, 1990.**

QUALIFICATIONS

Knowledge of:

- 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
- Public and customer relations principles and practices
- Business mathematics
- Computer remote terminal and microcomputer operations

Ability to:

- Plan and organize 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 from clear copy
- Take dictation and transcribe accurately
- Compose independently or from oral instructions, letters, memos, bulletins, or other material
- Read and follow rules, regulations, policies and procedures
- Operate various office machines such as computer, electronic typewriter, facsimile machine, adding machine, calculator and copy machines
- Maintain records and prepare reports
- Maintain a variety of filing systems
- Make arithmetic calculations with speed and accuracy
- Plan and organize work to meet schedules and time lines
- Exhibit discretion
- Communicate effectively both orally and in writing
- 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

TRAINING AND EXPERIENCE

Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above, and the ability to perform the duties of the position. A typical qualifying entrance background is administrative secretarial experience involving extensive use of office automation 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.

Personnel Commission Approved: 1.13.03

Board Adopted: 2.19.03

PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT

The Physical Abilities and Other Conditions of Continued Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of conditions and tasks which may be required of positions in this class. Manhattan Beach Unified School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation

PHYSICAL DEMANDS	ASSOCIATED TASKS
<p>Vision: (which may be corrected) Read small print</p> <p>View a computer screen for prolonged periods</p>	<p>To perform tasks such as to: Read and prepare correspondence and reports</p> <p>Perform data entry and compose correspondence</p>
<p>Hearing: (which may be corrected) Understand speech over a telephone</p> <p>Understand speech during public meetings</p>	<p>To perform tasks such as to: Answer telephones, take messages, and schedule meetings</p> <p>Take minutes and attend in-service meetings</p>
<p>Speech: Speak with a level of proficiency and volume to be understood over a telephone</p>	<p>To perform tasks such as to: Answer telephones, take messages, and schedule meetings</p> <p>Communicate with staff, sites, public, and vendors</p>
<p>Upper Body Mobility: Use hands and fingers to feel, grasp, and manipulate small objects, manipulate fingers, twist and bend hands at wrist and elbow</p> <p>Extend arms to reach outward and upward</p> <p>Use hands and arms to lift objects</p> <p>Turn, raise, and lower head</p>	<p>To perform tasks such as to: Perform data entry; take shorthand</p> <p>Reach for reference materials</p> <p>File and retrieve records</p> <p>Look from computer screen to desk top</p>
<p>Strength: To lift, push, pull, and/or carry objects which weigh as much as 15 pounds on a frequent basis and 25 pounds on an occasional basis</p>	<p>To perform tasks such as to: Pick up reference books, binders, and reports; carry materials to meeting centers and set-up for meetings</p>
<p>Environmental Requirements: Constant work interruptions</p>	<p>To perform tasks such as to: Respond to telephone calls and answer questions from vendors, staff, and public</p>

<p>Work independently</p> <p>Work cooperatively with others</p> <p>Work inside</p>	<p>Perform all duties with limited supervision</p> <p>Coordinate meetings and resolve problems</p> <p>Perform all duties in an office setting</p>
<p>Mental Requirement: Read, write, understand, and apply moderately complex information</p> <p>Math skills at a high school level</p> <p>Comparing</p> <p>Compiling</p> <p>Coordinating</p> <p>Judgment</p> <p>Learn quickly and follow written/verbal procedures and standards</p> <p>Decision-making</p> <p>Place information in order of importance</p> <p>Listen</p> <p>Demonstrate</p> <p>Write/compose at a moderately advanced level</p>	<p>To perform tasks such as to: Prepare Board reports and correspondence</p> <p>Prepare budget and expense reports; maintain time and absence records</p> <p>Review reports for accuracy</p> <p>Gather data and prepare reports</p> <p>Schedule meetings, reserve facilities, and schedule transportation</p> <p>Maintain confidentiality of privileged information</p> <p>Perform all duties without constant monitoring</p> <p>Prepare itinerary and keep master calendar</p> <p>Accomplish duties in a timely and organized manner</p> <p>Understand concerns of staff, public, and vendors</p> <p>Explain office procedures</p> <p>Compose reports and correspondence</p>