

EXECUTIVE SECRETARY – DISTRICT

Purpose Statement:

The job of Executive Secretary – District is done for the purpose/s of providing a wide variety of critical and confidential administrative and secretarial support serving on behalf of assigned administrators; communicating information to district personnel, other districts, the public, and outside agencies; performing a wide variety of functions by planning, coordinating and participating in support activities related to the assigned responsibilities of department operation with limited supervision; operate within a broad framework of policies and procedures; exercise independent judgment in the application and completion of administrative decisions and policies; requires extensive school, public, and organizational contact requiring the accurate interpretation of District policies, procedures, standards, and requirements.

Essential Functions

- Assists in the preparation of complex and confidential documents (e.g. consultant contracts, correspondence, event programs, reports, presentations, informational materials, policy revision) for the purpose of communicating information to the Board of Trustees, Superintendent, Cabinet, district personnel, other school districts, the public, and community assuring accuracy and completeness.
- Researches a variety of written information as requested (e.g. current practices, policies, education codes) for the purpose of providing information, recommendations and/or addressing a variety of administrative requirements.
- Acts as information source regarding the District's policies, procedures, and objectives; greets and receives calls from individuals providing information, resolving concerns and/or referrals to appropriate personnel for resolution, utilizing judgment, knowledge, and interpretations, especially in the proper handling of confidential files or information.
- Maintains various confidential and non-confidential records for the purpose of ensuring availability of information and compliance with established guidelines.
- Coordinates and/or attends various meetings, develop agendas; summarize actions taken for appropriate review; composes and distributes final minutes.
- Compiles, composes, processes and prioritizes a wide variety of complex and time sensitive materials (e.g. resolutions, manuals, statistical reports, final reports, correspondence), for the purpose of communicating information to district personnel and the public.
- Coordinates, supervises, and monitors special projects, assignments, and activities as assigned. Maintains control of files on matters in progress and expedites their completion.
- Receives, reviews, and verifies documents, records, and forms for accuracy, completeness, and conformance to applicable rules, regulations, policies, and procedures
- Collects, compiles, and digests information pertaining to specified administrative or educational activities and operational functions as assigned.
- Processes documents and materials for the purpose of disseminating information to appropriate parties.
- Presents information on administrative procedures, services, regulations, etc. for the purpose of orienting other personnel and/or disseminating information to appropriate parties.
- Arranges appointments, schedules, and itineraries and maintains detailed calendars for assigned administrators and/or other District staff related to functions of assigned unit(s).
- Coordinates and prioritizes work flow within operational unit and in conjunction with other units and agencies
- Implementation and application of actions or requests taken by Board of Trustees or District administration (e.g. course or textbook adoptions; policies and regulations updates; various reports and presentations) for the purpose of providing assistance with their administrative functions with limited supervision and maintaining strict confidentiality with all parties.
- Serves as a liaison as requested to committees and/or organizations on behalf of administrator for the purpose of conveying and/or gathering information required for district operations.

Other Functions

- Assists other office personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; performing standard bookkeeping; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: concepts of grammar and punctuation; office methods and practices; and pertinent codes; policies; regulations and/or laws.

ABILITY is required to schedule activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; being attentive to detail; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and directing the use of budgeted funds within a work unit. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 70% sitting, 10% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience with increasing levels of responsibility is required.

Education High School diploma or equivalent.

Required Testing

Pre-employment Proficiency Test

Continuing Educ. / Training

None Specified

Certificates & Licenses

None Specified

Clearances

Criminal Justice/Fingerprint Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

Board Approved 6/23/15

Salary Grade

Classified 24

Revised and Presented: 6/23/15

CSEA 610 Approved: _____

CSEA Local Ratified: _____

Board approved: _____

For CSEA:

For District:

Asst. Supv. HR 6/23/15

