

EXECUTIVE SECRETARY/OFFICE MANAGER

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES: Under the direction of the Superintendent performs highly complex, responsible, confidential secretarial and administrative assistant duties to relieve the Superintendent of a variety of difficult and routine administrative details; coordinate and provide communication and information to the District, general public, and outside organizations as related to areas of responsibilities; plan, organize and coordinate activities pertaining to the Superintendent's office in a timely manner to meet the needs of the District and community; interpret policies and regulations to officials, staff and the public.

ESSENTIAL JOB FUNCTIONS:

- Serve as Administrative Assistant to the Superintendent
- Plan, organize and coordinate office functions and activities; provide timely communication and information to the District, general public, and outside organizations as related to areas of responsibilities including State-wide organizations in the field of education
- Receive, screen and direct callers and visitors to ensure timely delivery of communication to appropriate staff, sites/departments or outside individual/group; answer questions, refer to appropriate staff members or schedule appointment with the Superintendent; receive, read, route and respond to mail as directed
- Compose difficult correspondence independently or from oral instructions
- Assist in resolving concerns of families and community members in a timely manner to provide high quality service to the community; schedule appointments and maintain appointment calendar; arrange group meetings and transmit confidential or controversial information as appropriate
- Maintain and ensure accurate and timely scheduling of the Superintendent's calendar; plan, organize and update hotel, conference and travel arrangements in a timely manner
- Receives and maintains confidential files and official records.
- Prepares Board Meeting agendas and official Board Minutes; take, prepare and distribute agendas and minutes to administrative staff, the Board, and public as appropriate; maintain files and meeting folders
- Attends all School Board meetings as the Recording Secretary and assists the Board in other matters as needed
- Prepare, format, edit and proofread written materials; type and prepare memos and lists
- Facilitates administrators in updating Board policies and administrative regulations, as needed.
- Takes notes from recorder and accurately transcribes them
- Organize, coordinate and oversee office activities
- Responsible for the District Office Illness and Injury Prevention Program
- Responsible for the District Co-Op program
- Responsible for dissemination and collection of Conflict of Interest statements and serves as the Filing Officer for the District
- Responsible for coverage for District Office receptionist for breaks, lunch hour, or when receptionist is out of the office
- To do other related functions as directed

EMPLOYMENT STANDARDS:

KNOWLEDGE OF:

- Principles of organization and staff relationships
- Rules, regulations, laws and policies governing the Tulare City School District and its objectives and goals
- Current office practices, procedures and equipment
- Software programs including but not limited to word processing, spreadsheet and presentation graphics
- Education Codes, Board policies, District regulations and other applicable laws related to assigned activities
- Interpersonal skills using tact, patience and courtesy
- Accurate record-keeping techniques
- Correct oral and written usage of English, grammar, spelling, punctuation and vocabulary
- Telephone and receptionist techniques and etiquette
- Research methods and report writing techniques

SKILL AND ABILITY TO:

- Perform responsible secretarial work and to coordinate a volume of administrative detail
- Compose difficult letters and prepare reports independently
- Compile and maintain accurate and complete records and reports
- Determine appropriate action within clearly defined guidelines
- Operate a computer to enter data, maintain records and generate reports, memorandums and letters
- Operate a variety of standardized office equipment
- Read, interpret, apply and explain rules, regulations, policies and procedures
- Effectively communicate and understand both orally and in writing
- Establish and maintain cooperative and effective working relationships with those contacted in the course of work
- Learn new or updated computer systems/software programs to apply to current work
- Work confidentially and independently with many interruptions
- Prioritize and schedule work to meet schedules and time lines
- Understand and work within scope of authority
- Type at 50 words net per minute
- Takes notes or speed writing from dictation and accurately transcribes them
- Transcribes records from recorder
- Communicate using patience and courtesy in a manner that reflects positively on the organizational unit
- Determine appropriate action within clearly defined guidelines
- Compile and verify data and prepare reports
- Organize, coordinate and oversee office activities
- Organize complex material and summarize discussions and actions taken in report form
- Actively participate in meeting District goals and outcomes
- Apply integrity and trust in all situations

WORKING CONDITIONS:

- Office environment
- Driving a vehicle to conduct work

PHYSICAL FUNCTIONS:

- Sit and stand for extended periods of time
- Reach in all directions
- Ability to lift 25 lbs. maximum or carry any object weighing up to 15 lbs.
- Bend, twist, kneel and stoop
- Write legible reports
- Read notes, memos and printed material
- Speak clearly and communicate effectively

EDUCATION AND EXPERIENCE:

Any combination of experience, training and education that would provide the required knowledge could be considered as meeting qualifications. Desirable examples would be:

- Increasingly responsible secretarial experience
- Training equivalent to a degree in business or related fields
- Equivalent to graduation from high school, including or supplemented by courses in typing and stenography

WORK YEAR:

260 days, less earned vacation and paid holidays

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, sex (pregnancy or gender), sexual orientation, marital status, national origin (including language use restrictions), ancestry, disability (mental and physical, including HIV and AIDS), age (40 and above), medical condition (cancer/genetic characteristics), denial of family and medical care leave, or denial of pregnancy disability leave or reasonable accommodation. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization is a Drug and Tobacco-Free Workplace.

This organization requires a successful candidate to provide employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Board adopted: September 14, 1999

Update: March 8, 2011

Update: September 9, 2014