

CONFIDENTIAL SECRETARY (SUPERINTENDENT)

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES: Under the direction of the Superintendent, performs a variety of administrative duties. Plans, organizes and performs support activities and operations of the Superintendent's office. Provides information and assistance to students, staff and the general public.

ESSENTIAL JOB FUNCTIONS:

- Cooperates with other staff to accomplish the District's priorities and expectations.
- Performs administrative support to the Superintendent using independent judgment and understanding of department functions, with a working knowledge of other departments.
- Performs full range of secretarial duties including type and assemble letters, circular and reports.
- Acts as a liaison for the Superintendent, receives and screens telephone calls and visitors, handling routine matters independently, providing information as appropriate and routing calls to administrators.
- Assists with the Superintendent's appointment schedule; sets up and arrange meetings and conferences.
- Prepares, organizes and updates Parent/Student information, and Employee information, and distributes to school sites.
- Prepares and schedules mass communication notification system messages from the District Office.
- Acts as a liaison for the Superintendent assist with social media communications and website updates.
- Assists in compiling information for the Board of Education, district staff, and community groups.
- Trained in the responsibilities of the Executive Secretary, in the event of his/her absence.
- Prepares and distribute meeting agendas and minutes.
- Performs specialized duties as needed for the Superintendent and Cabinet.
- Attends various meetings; taking notes.
- Receives, handles and stores confidential information pertaining to the District, maintaining confidentiality of private and sensitive information.
- Composes and types correspondence, memos, and/or reports from marginal notes, independently or from oral and written directions.
- Receives, distributes and dispatches mail.
- Orders materials, supplies, and equipment; maintains records of purchase orders, invoices, expenses; inventory and log items upon arrival.
- Performs other duties, as assigned, that support the overall objective of the position.

EMPLOYMENT STANDARDS:

- Ability to meet physical requirements necessary to safely and effectively perform required duties.
- Ability to follow oral and written directions.
- Ability to get along with co-workers and deal with the general public tactfully, courteously and professionally.
- Possess a valid California Driver's license

KNOWLEDGE OF:

- Modern office practices and equipment, including computer equipment and software.
- Proper English usage grammar, spelling and punctuation to prepare professional correspondence.
- Current computer software applications

- Understand and carry out a variety of oral and written instructions independently
- Maintaining records and preparing reports
- Clerical operations and functions
- Proper office methods and practices including filing systems, receptionist and telephone techniques, and letter and report writing

SKILL AND ABILITY TO:

- Communicate effectively in both oral and written form
- Establish and maintain accurate records and files
- Operate a motor vehicle
- Plan, organize and manage work
- Use district student information system to extract and access student data
- Analyze problems
- Establish and maintain cooperative and effective working relationship with others
- Work independently with little direction
- Keyboard at a level proficient for successful job performance.
- Follow written and oral directions

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:

- Equivalent to graduation from high school, plus two years of progressively responsible administrative secretarial support experience, including decision making and exercising independent judgment. Experience in a school district is desirable.

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.