

Executive Secretary to the Board of Trustees and Superintendent

Purpose Statement

The job of Executive Secretary to the Board of Trustees and Superintendent is done for the purpose/s of assisting the Superintendent in the daily operation of the district as well as the planning, implementing, directing and maintaining of District programs by providing a wide variety of complex and confidential administrative and secretarial support; handling legal documents; analyzing requests and providing recommendations for action; communicating information on behalf of the District and the governing Board to its staff, other districts, public agencies, etc.; providing support to the delivery of human resources services with specific responsibility for administering a wide variety of personnel policies and programs.

This job reports to Superintendent

Essential Functions

- Answers telephone system for the purpose of screening calls, transferring calls, responding to inquiries and/or taking messages.
- Attends Board meetings, public hearings and work sessions for the purpose of providing information, recording minutes, coordinating materials distribution and/or supporting the needs of attendees.
- Compiles data from a wide variety of diversified sources (e.g. staff members, Board Members, Community Organizations, government agencies, applicants, etc.) for the purpose of preparing reports, making recommendations, and/or preparing information for assigned administrator.
- Coordinates a wide variety of projects, activities and/or events for the Superintendent, administrators, and Board (e.g. meetings, receptions, luncheons, workshops, travel/accommodations, applicant lists, personnel functions, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.
- Greets individuals entering the office (e.g. visitors, staff, parents, applicants, etc.) for the purpose of responding to inquiries and/or directing individuals to appropriate location.
- Maintains a wide variety of complex manual and electronic documents files and records (e.g. contacts, time sheets, legislative information, databases, legal correspondence, certification records, legal documents, certified applications, personnel records for certified employees, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors a variety of activities on behalf of Superintendent (e.g. Board procedures, public relations issues, meeting arrangements, account balances, openings, certifications, etc.) for the purpose of achieving goals and meeting target dates in compliance with established guidelines and regulatory requirements.
- Participates in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.
- Prepares a wide variety of complex written materials (e.g. correspondence, agendas, minutes, event programs, bulletins, reports, certification lists, posting information, job descriptions, etc.) for the purpose of communicating information and/or creating documentation in compliance with established guidelines.
- Processes a wide variety of complex documents and materials (e.g. certification requests, postings, interview schedules, etc.) for the purpose of disseminating information in compliance with administrative guidelines and/or regulatory requirements.

- Procures supplies and equipment for the purpose of maintaining availability of required items.
- Provides support to the delivery of certified human resource services (e.g. certification checks, personnel records, employment process, applicant searches, applications, employment files and records, personnel forms, recruitment packages, etc.) for the purpose of meeting District staffing requirements and complying with established guidelines, rules, regulations, codes, and laws.
- Receives items within the office (e.g. mail, messages, application packets, special delivery/packages, supplies, etc.) for the purpose of ensuring receipt and delivery to addressee.
- Reconciles account balances for assigned budget categories for the purpose of maintaining accurate account balances.
- Represents the Office of the Superintendent in the Superintendent's absence for the purpose of addressing matters that require immediate attention.
- Researches a variety of topics (e.g. current practices, policies, education codes, Board agenda items, parental complaints, legal updates, etc.) for the purpose of providing information and/or recommendations and/or addressing a variety of administrative requirements.
- Responds to written and verbal inquiries from a variety of internal and external sources for the purpose of resolving problems, providing information and/or referring to appropriate personnel.
- Schedules a wide variety of activities (e.g. appointments, meetings, travel reservations/accommodations, facility usage, interviews, etc.) for the purpose of making necessary arrangements for the Superintendent, other administrators and/or Board members.
- Supports Superintendent and governing Board for the purpose of providing assistance with their functions and responsibilities.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; planning and managing projects; preparing and maintaining accurate records; utilizing delegated authority and personnel administration.

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 based competencies required to satisfactorily perform the functions of the job include: school district operations and philosophy; concepts of grammar and punctuation; business telephone etiquette and codes/laws/rules/regulations/policies.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; 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; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. 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 moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working with constant interruptions; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; monitoring budget expenditures. utilization of resources from other work units

is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 25% walking, and 15% standing. The job is performed in a generally hazard free environment.

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

Education: High school diploma or equivalent.

Equivalency:

Required Testing

Certificates and Licenses

Continuing Educ. / Training

Annual training in Sexual Harassment, Blood Borne Pathogens, Bully Prevention and Confidentiality

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade