

SECRETARY TO THE SUPERINTENDENT

JOB SUMMARY

Under general direction of the Superintendent of Schools, provides high-level administrative and confidential secretarial support by performing highly complex and responsible administrative assignments; serves as a resource to others and performs related work as required. Hours vary due to required attendance at school board meetings.

REPRESENTATIVE DUTIES:

- Interprets, communicates, and applies district rules, procedures, and policies for employees, board members, community members, and outside agencies. **E**
- Locates or collects high level and/or complex information and prepares reports or replies regarding administrative policies and practices. **E**
- Transmits orders and decisions to various organizational units. **E**
- Receives and screens visitors and telephone calls. **E**
- Arranges and coordinates appointments, conferences, meetings, and travel for the Superintendent and Board of Education members; coordinates arrangements for special events. **E**
- Schedules, prepares, and supervises the assembly and distribution of the board agenda and related materials. **E**
- Attends Board of Education meetings and records, organizes, transcribes, and distributes meeting minutes. **E**
- Maintains subject index of major board actions for historical and reference purposes. **E**
- Utilizes a variety of computer software programs to perform critical functions such as word processing, maintaining spreadsheets and databases, and extracting data to prepare reports and monitor budgets. **E**
- Handles a variety of sensitive, difficult, and complex public relations matters; maintains confidential files. **E**
- Maintains and updates Board Policies and Administrative Regulations, as directed. **E**
- Prepares correspondence and memos independently or from oral instructions. **E**
- Maintains updated legislative information. **E**
- Facilitates compliance with local and state requirements for district's elected officials. **E**
- Performs notarial services. **E**

EMPLOYMENT STANDARDS

Education and Experience: Graduation from high school or equivalent and four years of highly responsible secretarial experience, preferably in an educational setting. Some college-level training is desirable and may be substituted on a year for year basis for the required experience to a maximum of two years. Computer experience, including word processing, spreadsheets, and database management programs, is required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Current office practices, procedures, and equipment and computer office applications.
- Effective techniques for collecting and organizing data and information.
- Telephone techniques and etiquette.
- Applicable sections of the California Education Code and other applicable laws.
- District organization, operations, policies, and objectives.
- Principles of business letter and report writing, including English usage, spelling, grammar, and punctuation.

Ability to:

- Establish and maintain effective relationships with board members, employees, and the general public.
- Perform complex work accurately, independently, and with a minimum of supervision in a timely manner.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Work confidentially and with discretion.
- Use computers effectively and learn related programs to enter, extract, compile, and arrange complex data.
- Use tact and diplomacy in dealing with upset parents and concerned members of the community.
- Attend public meetings, normally held after work hours, and take accurate minutes.

SPECIAL REQUIREMENTS: Must obtain and maintain a Notary Public Commission.

WORKING CONDITIONS: Works in an office environment; sitting at a desk for a major part of the day with intermittent walking, standing, and lifting of up to 15 pounds. The use of computers and various office equipment and considerable public contact both in person and by telephone are involved.

ADOPTED BY THE PERSONNEL COMMISSION: 7/75
REVISED: 10/91; 10/05; 7/20/06; 10/1/08; 1/10