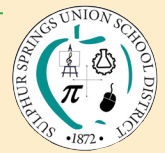


Sulphur Springs Union School District

Serving Grades - K – 6



27000 Weyerhaeuser Way, Santa Clarita, CA 91351 661-252-5131 www.sssd.k12.ca.us

Canyon Springs Community School
Leona Cox Community School
Pinetree Community School

Fair Oaks Ranch Community School
Mint Canyon Community School
Sulphur Springs Community School

Golden Oak Community School
Mitchell Community School
Valley View Community School

DISTRICT EXECUTIVE SECRETARY

DEFINITION

Under direction of the Superintendent, to perform responsible administrative staff work and executive-level secretarial duties; to plan and organize schedules and calendars, activities and work flow; to coordinate communication for a complex executive office; to interpret and apply knowledge of policies, rules, regulations and procedures, programs, and organization to specific situations and issues; and to do other related work as directed.

CLASS CHARACTERISTICS

This one-position class is differentiated from the class of Administrative Secretary by the assignment to perform complex executive-level secretarial work in a highly public and sensitive executive office, by the assignment of varied and responsible administrative staff work, and by the assignment to act and make decisions on behalf of the Superintendent in accordance with instructions, precedent, established policies and procedures, an understanding of the functions of the office and the philosophy, plans, and priorities of the Superintendent, and good judgment. Incumbents have regularly assigned administrative staff assignments and special projects which are performed independently and which require initiative, the development of an in-depth understanding of specialized areas of the work, and an advanced level of computer technology skill. In addition, incumbents are expected to compose difficult correspondence and statistical and narrative reports for approval, to make decisions in scheduling the time of the Superintendent, to screen work submitted to the office for conformity with policy, regulation and procedure, returning to the originator work which does not comply with established standards, and to use judgment and highly developed skill in communicating with a broad range of people on behalf of the Superintendent. Positions in this class are designated confidential under the provisions of the EERA. Incumbents are required to maintain the strict confidentiality of information related to the district's employer/employee relations activities.

EXAMPLES OF DUTIES

Organize and manage the work flow of the Superintendent's office, assuring efficiency and quality of administrative support operations; relieve the Superintendent of responsible administrative detail; plan, develop, improve, and implement processes to complete assigned projects and on-going operations of the division office. Coordinate work of the office with departmental offices of the division and the work of other divisions and the office of the Superintendent.

Perform specialized administrative staff work and special assignments, such as serving as editor of the District newsletter, administering the certificated personnel recruitment and selection, credentialing, and compensation program, coordinating Parent Attitude Surveys, and administering conflict of interest reporting. Collect information, statistical data and backup material; prepare and edit statistical and administrative reports for approval. Participate in meetings related to assigned projects and functions and attend meetings on behalf of Superintendent, as assigned. Remain current in areas of assignments and in areas of special interest to the Superintendent. Screen professional literature and bring important issues and developments to the attention of the Superintendent and appropriate division staff.

Draft board agenda and board memo, collect exhibits, finalize board packet and distribute to board members and others on established list. Maintain follow-up files to ensure the timely placement of items on the agenda. Review Board agenda materials submitted by division staff for conformance with

requirements and standards, making corrections or returning the materials to the originator, as appropriate. Give direction to staff to insure timely and accurate materials for presentation to the Board.

Attend meetings of the board, greet visitors, take minutes of board action and discussion. Transcribe and compose minutes. Maintain official records of board meeting minutes. Draft Administrative Council agenda, collect exhibits, finalize and distribute to members. Attend meetings of the Administrative Council, take, transcribe, and compose minutes. As assigned by the Superintendent, send notices of meetings, develop and distribute agenda, attend meetings and take, transcribe, and compose minutes of meeting.

Assign, monitor, guide, check, and correct, the work of assigned staff of the office.

Interview callers, both in person and on the telephone; screen and refer to other individuals as appropriate. Receive highly complex messages and technical reports from a variety of sources, such as board members, attorneys, superintendents, County Office of Education staff, State Department of Education officials, principals, department managers, etc. and transmit the information to the Superintendent in written summary form and in oral communication. Schedule appointments and meetings of the Superintendent. Use discretion in evaluating the relative importance of requests for appointments and make and reschedule appointments, as appropriate. Initiate calls to obtain and transmit information. Make or monitor making of travel and hotel arrangements.

Provide information to administrators, other employees, students, parents and the public as necessary; interpret and explain State and Federal laws and guidelines, and District policies, programs, rules, and procedures. Maintain an understanding of the programs and functions of the office and their relationship to the district/program operations as a whole. Serve as a resource to others by understanding and verbalizing the philosophy, standards, and expectations of the Superintendent to guide others in answering questions, resolving problems, and making plans.

Remind departmental managers of assignments and deadlines. Use discretion to extend deadlines. Give direction to staff on behalf of the Superintendent to insure that urgent issues are addressed in a timely manner, that assignments are completed, and that decisions are implemented in accordance with direction given by the Superintendent.

Take and transcribe dictation (using shorthand or keyboard) of letters, reports, bulletins, and memoranda, including material of a confidential nature. Compose and keyboard correspondence and reports, including that of a confidential nature, from notes, rough drafts, transcription machine tapes, or verbal instructions.

Operate computer terminals and microcomputers and a wide range of advanced office software including word processing, spreadsheets, graphics, and desktop publishing and specialized software related to business division functions, to create and prepare documents and presentations and to access information for reports and decision making.

Plan and coordinate facilities and catering plans for special events, such as retreats, luncheons, and employee recognition activities.

Participate in employer-mandated training and retraining programs.

Perform related work as assigned.

QUALIFICATIONS

Knowledge of:

Fundamentals of administrative procedure and process development, data/quality control, work scheduling and office organization.

Basic practices of administrative research.

District organization, operations, policies, and objectives.

Applicable sections of the State Education Codes and other applicable laws.

Advanced office procedures, including filing systems, record keeping systems, business correspondence, and reporting formats.

Advanced functions of computer software related to record keeping, text processing and reporting, i.e. word processing, spreadsheets, databases, graphics, and the development of macros.

Advanced computer terminal and microcomputer operating techniques related to administrative and financial record keeping, databases, text processing, reporting and presentations.

Customer and public relations courtesies and techniques and telephone etiquette.

English composition, usage, syntax, spelling, grammar, and punctuation.

Oral and written communication skills.

Supervision and training techniques.

Public relations and customer service principals and practices.

Business mathematics and elementary statistics.

Ability to:

Perform responsible administrative staff work and difficult executive secretarial duties in a complex organizational structure.

Plan and organize work flow, schedules, and procedures for a complex executive office.

Carry on several simultaneous assignments, with close attention to schedules and deadlines.

Analyze problems accurately and adopt an effective course of action.

Work independently with little direction exercising good judgment in relieving the Superintendent of important administrative details and communication.

Gather and organize complex material and summarize in understandable narrative, graphic, and statistical form for the discussion or action.

Compose and edit a wide range of narrative reports, correspondence, bulletins, agenda items and similar materials.

Read, interpret, explain, and follow rules, regulations, policies and procedures.

Maintain confidentiality of sensitive or privileged information.

Take shorthand or keyboard dictation at a speed of 100 words per minute and transcribe it accurately.

Keyboard at 60 words per minute net from clear copy.

Operate computer terminals, microcomputers and peripheral equipment and use advanced functions of standard and specialized computer software with efficiency and accuracy.

Make arrangements for meetings, workshops, and conferences.

Develop and maintain effective records management systems.

Make arithmetic calculations with speed and accuracy.

Communicate effectively both orally and in writing.

Understand and carry out oral and written instructions.
Establish and maintain an effective working relationship with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience which demonstrates possession of the knowledges and abilities stated above and the ability to perform the duties of the position. A typical qualifying entrance background is equivalent to completion of high school and four years of increasingly responsible office management and executive secretarial experience in a complex organizational structure with a high level of public contact and office automation. Three years of experience in the Sulphur Springs Union School District in the class of Administrative Secretary is qualifying experience. Completion of an Associate of Arts degree or certificate in business administration, office automation, secretarial science, or a field related to the duties of the position may be substituted for up to two years of the required experience.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT

The Physical Abilities and Other Conditions of Continued Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment and Associated Tasks which may be required of positions in this class. Sulphur Springs Union School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.

PHYSICAL DEMANDS

ASSOCIATED TASKS

Vision: (which may be corrected)

Read small print

View a computer screen for prolonged periods

To Perform Tasks Such As To:

Read and prepare correspondence and reports

Maintain records and compose correspondence

Hearing: (which may be corrected)

Understand speech over a telephone

Understand speech during a public meeting

To Perform Tasks Such As To:

Answer telephones, take messages, and schedule meetings

Take minutes and attend meetings

Speech:

Speak with a level of proficiency and volume to be understood over a telephone

Speak with a level of proficiency and volume to be understood

To Perform Tasks Such As To:

Answer telephones, take messages, and discuss processes and procedures

Communicate with staff, sites, public, and vendors

Upper Body Mobility:

Use hands and fingers to feel, grasp, and manipulate small objects, manipulate fingers, twist and bend hands at wrist and elbow

Extend arms to reach outward and upward

To Perform Tasks Such As To:

Perform keyboard data entry; record information on manual records

Reach for reference materials

Use hands and arms to lift objects

Turn, raise, and lower head

Lower Body Mobility:

Sit for prolonged periods of 2 hours

Strength:

To lift, push, pull and/or carry objects which weigh much as 5 pounds on a frequent basis

To lift, push, pull and/or carry objects which weigh as much as 25 pounds on a infrequent basis

Environmental Requirements:

Constant work interruptions

Work independently

Work cooperatively with others

Work inside

Mental Requirements:

To read, write, understand, and apply moderately complex information

Math skills at a high school level

Comparing

Compiling

Coordinating

Judgment

Learn quickly and follow written/verbal procedures and standards

Decision-making

Rank information in order of importance

Listen

Write/compose at a moderate level

File and retrieve records; pass documents to be signed to board members

Look from computer screen to desk top

To Perform Tasks Such As To:

Compose correspondence and perform data entry

To Perform Tasks Such As To:

Pick up reference books, binders, and as reports

Set up materials for meetings

To Perform Tasks Such As To:

Respond to telephone calls and answer questions from vendors, staff, and public

Perform all duties with limited supervision

Coordinate meetings and resolve problems; explain and gain compliance with program requirements

Perform all duties in an office setting

To Perform Tasks Such As To:

Prepare Board and budget reports; compose correspondence

Prepare budget and expense reports

Review reports for accuracy; screen documents

Gather data and prepare reports

Schedule meetings, reserve facilities, and schedule transportation

Maintain confidentiality of privileged information; decide what information to use in answering questions

Perform all duties without constant monitoring

Apply policies, regulations, and other standards in a wide range of circumstances
Accomplish duties in a timely and organized manner

Understand concerns of staff, public, and vendors; demonstrate/explain procedures

Compile reports and correspondence