

Southern Kern Unified School District

Position Description

Position Title: **Superintendent's Executive Secretary**

Department: District Office

Reports To: Superintendent

Title Change: October 5, 2011

SUMMARY:

Under direction, to serve as secretary and administrative aide, relieving the Superintendent of administrative and clerical detail; to perform highly complex and responsible secretarial and clerical work; and to do other related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Acts as confidential secretary to the Superintendent
- Coordinates clerical work required in the preparation of the Governing Board agenda
- Attends Board meetings, taking stenographic notes of business transacted, and transcribing drafts of minutes for review and editing by the Superintendent
- Maintains the official record of Governing Board minutes
- Maintains and makes revisions to the Governing Board policy statements
- Attends to administrative details pertaining to the Superintendent's office
- Coordinates secretarial and clerical functions to ensure the accomplishment of specific tasks within a predetermined time line
- Takes and transcribes dictation consisting of correspondence, memoranda, reports, meeting minutes, and a variety of other subject matter
- Acts as a receptionist, receiving telephone calls and visitors for the Superintendent
- Obtains, interprets and provides information to others concerning office functions, District policies and procedures
- Schedules appointment, arranges meetings, and transmits confidential or sensitive information
- Attends Superintendent conferences and meetings, takes notes, and prepares summaries of the discussion topics
- Independently composes difficult correspondence pertaining to a variety of matters
- Compiles and types various reports and statistical data
- Establishes and maintains confidential and complex files
- Receives, sorts, reads, routes and responds to mail
- Orders and issues supplies and equipment
- Assists in the employee recruitment and selection process
- Establishes, develops and maintains personnel files, including files and records pertaining to employee industrial illness and injury
- Processes certificated employee status changes, including leaves or absence, transfers and reassignments
- Assists certificated employees with the credential application process
- Assists in coordinating travel and conference attendance arrangements for the Superintendent and Governing Board
- Aids the Governing Board with correspondence and other clerical detail

SUPERVISORY RESPONSIBILITIES: None.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are*

representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE OF:

- Functions and clerical operations of an executive office
- Modern office practices and equipment, including filing systems, receptionist and telephone techniques, letter and report writing, and proofreading
- English usage, spelling, grammar and punctuation
- Rules, regulations, laws and policies governing the District operation

ABILITY TO:

- Perform highly complex, responsible secretarial and clerical work, and relieve the Superintendent of routine administrative detail
- Interpret, understand and apply complex policies and regulations
- Assume responsibility and use good judgment
- Make clear and comprehensive reports, and maintain a complex record management system
- Meet the public in situations requiring diplomacy, discretion, tact and good judgment
- Make arithmetical calculations with speed and accuracy
- Type at a net corrected speed of 60 words per minute
- Take and transcribe dictation accurately at a speed of 100 net words per minute (at the discretion of the Superintendent, exemplary service or highly skilled experiences may be substitute for the dictation proficiency requirement)
- Communicate effectively in oral and written form
- Understand and carry out oral and written directions
- Establish and maintain cooperative working relationships

EXPERIENCE:

- Four years of highly responsible and successful office experience, including experience in a capacity equivalent to that of an executive or administrative secretary

EDUCATION:

- Equivalent to the completion of the twelfth grade, including or supplemented by coursework in shorthand and typing, office management, business administration, supervision or related skills areas.

LANGUAGE SKILLS:

- Ability to read and interpret documents, applications, and regulations such as curriculum and program grants.
- Ability to write descriptive reports and correspondence.
- Ability to speak effectively before parents, staff and students.

MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio and percent.
- Ability to draw and interpret bar graphs.

REASONING ABILITY:

- Ability to apply common sense understanding to carry out assignments with or without detailed written or oral instructions.
- Ability to deal with problems, involving variables in diverse situations.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is:

- Regularly required to sit, talk and hear.
- Frequently required to stand, walk and reach with hands and arms.
- Occasionally lift and/or move up to 20 pounds.
- Occasionally type for long periods of time.
- Specific vision abilities required by this job include close vision, depth perception, and the ability to focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually quiet.
- The employee continuously interacts with the public and other staff.
- The employee must be able to meet deadlines with severe time constraints and multiple demands.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.