



PERSONNEL COMMISSION

Class Code: 3347
Salary Range: 36 (CO)

EXECUTIVE SECRETARY TO THE SUPERINTENDENT/ BOARD OF EDUCATION (C)

JOB SUMMARY

Under the direction of the Superintendent, perform responsible and confidential secretarial and administrative support duties to relieve the Superintendent of a variety of administrative details; coordinate communications and information; interpret policies and regulations to officials, staff and the public; maintain confidentiality of privileged and sensitive information. Perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Perform responsible duties as confidential secretary to the Superintendent and the Board of Education, relieving the Superintendent and Board members of a variety of secretarial and administrative details; maintain confidentiality of issues related to negotiations, District actions, personnel and students. **E**
- Attend Board meetings and perform various secretarial and administrative support duties for the Board, including coordination and preparation of agenda and supporting materials with departments; prepare minutes following Board meetings; maintain files of official minutes, resolutions and appropriate attachments. **E**
- Receive and screen visitors and telephone calls; respond to requests, complaints and questions from officials, staff and the public, representing the District by phone and written communication. **E**
- Obtain and provide information to staff and the public where judgment, knowledge and interpretation of policies and regulations and District functions and programs are required; make decisions regarding procedural matters within the scope of responsibility. **E**
- Communicate with a variety of District personnel, outside agencies and the public to exchange information, resolve issues or concerns and coordinate activities. **E**
- Compose correspondence independently on a variety of matters; compile and type various letters, reports, statistical data, memos, bulletins, lists and other materials as directed; review and check documents for completeness and accuracy and conformance with applicable rules, regulations and procedural requirements; establish and maintain filing system and database records. **E**
- Schedule various appointments and meetings; arrange meetings and make travel arrangements; maintain and coordinate the Superintendent's calendar; prepare and disseminate calendar of events. **E**

- Perform special projects and prepare various forms and reports on behalf of the Superintendent; attend to administrative details on special matters as assigned. *E*
- Organize and attend a variety of meetings; take and prepare minutes; distribute minutes to administrative staff and the Board as appropriate; drive a vehicle to various sites to attend meetings. *E*
- Receive, sort, read, route and respond to mail as directed; identify and refer matters of priority; compose replies independently or from oral instructions. *E*
- Order office supplies and materials; prepare and process requisitions according to established guidelines; maintain and prepare budget information. *E*
- Maintain a variety of complex personnel records, lists, files and records including confidential materials; administer payroll for department including completion and submission of time sheets as directed; assure confidentiality of information and records. *E*
- Operate a variety of office equipment including a copier, fax machine and typewriter; operate a computer and peripheral equipment to record information and generate lists, reports and other materials; utilize word processing and other software as required. *E*
- Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. *E*
- Serve as Notary Public for the Superintendent and the Board. *E*
- Attend and participate in a variety of in-service trainings and meetings. *E*

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

The Executive Secretary to the Superintendent/Board of Education reports to the Superintendent of Schools who is also the Secretary to the Board of Education. Incumbents perform responsible and confidential secretarial and administrative duties to relieve the Superintendent of a variety of administrative details, coordinate communications and information, interpret policies and regulations to officials, staff and the public and maintain confidentiality of privileged and sensitive information. Positions in this classification require a high degree of tact and discretion and are responsible for the preparation of critical documents such as Board agendas, meeting minutes and official notices and correspondence. Incumbents may provide direct supervision to other clerical and secretarial personnel as assigned by the position.

EMPLOYMENT STANDARDS

Knowledge of:

Functions and secretarial operations of an administrative office.
District organization, operations, policies and objectives.
Applicable sections of the State Education Code and other applicable laws.
Modern office practices, procedures and equipment.
Record-keeping techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.
Filing systems.
Telephone techniques and etiquette.
Letter and report writing, editing and proofreading.
Public relations techniques.
Operation of a computer and assigned software.

Ability to:

Perform responsible and confidential secretarial and administrative duties to relieve the Superintendent and the Board of a variety of administrative details.
Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
Organize complex material and summarize discussions and actions taken in report form.
Compile and prepare comprehensive reports concerning a broad spectrum of subject matter.
Compose effective correspondence independently.
Answer telephones and greet the public courteously.
Maintain a variety of complex and confidential files and records.
Establish and maintain cooperative and effective working relationships with others.
Analyze situations accurately and adopt an effective course of action.
Plan and organize work.
Meet schedules and time lines.
Work confidentially with discretion.
Operate a variety of office equipment including a computer and assigned software.
Communicate effectively both orally and in writing.
Train and provide work direction to others.
Understand and follow oral and written directions.
Work independently with little direction.

Education and Training:

Associate's degree with course work in business administration, secretarial science or a related field.

Experience:

Six years of secretarial or administrative support experience including two years in a supervisory capacity or two years of experience at the level of Senior Executive Secretary with the Long Beach Unified School District.

Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Incumbents must obtain a license to serve as a Notary Public within sixty days of employment.

Valid California driver's license.

SELF-CERTIFICATION OF TYPING/KEYBOARDING SKILLS:

This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 50 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

WORKING ENVIRONMENT

Office environment.
Constant interruptions.
Evening and variable hours.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard. Hearing and speaking to exchange information in person and on the telephone. Seeing to read a variety of materials. Sitting for extended periods of time. Bending at the waist, kneeling or crouching to file materials.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

HAZARDS

Potential contact with dissatisfied or abusive individuals.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

Incumbents in this classification are members of the classified service, but by action of the Board of Education on 8/21/1997 are exempt from obtaining permanent status in their positions per the provisions of Education Code Section 45272(b).

PCA 6/22/2000
Revised: 3/8/2007
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