

## EXECUTIVE SECRETARY II

**CLASSIFICATION:** Confidential

**JOB SUMMARY:** Under general supervision performs a variety of highly responsible, confidential and complex clerical, secretarial and administrative duties for the District Superintendent and the Board of Trustees. This position is the key confidential staff person and serves as the office coordinator for district office confidential staff.

### **ESSENTIAL FUNCTIONS:**

- Coordinates activities of the Superintendent's office.
- Maintains a high level of confidentiality in all areas including student, personnel and union issues.
- Maintains Superintendent's calendar and appointments.
- Performs a wide variety of complex, responsible, and confidential duties for the Superintendent and the Board of Trustees, including screening calls, visitors and mail.
- Informs the Superintendent of issues needing resolution, especially those regarding district personnel, Board of Trustees and those raised by the public.
- Interprets district policies, rules, and regulations in response to inquiries and refers inquiries as appropriate.
- Acts as a liaison for the Superintendent to site administrators, various committees, community organizations and other agencies.
- Responsible for record keeping and handling of inter-intra district transfer requests.
- Prepares and oversees distribution of agenda for Board of Trustee meetings; ensures all reports and other agenda materials are submitted on time; attends Board meetings and records official action of the Board; takes and prepares minutes; maintains files of minutes, documents and other related materials; oversees completion and distribution of follow-up reports and correspondence as appropriate.
- Prepares and oversees distribution of information for prospective and new Board members
- Maintains the Superintendent and Board budgets.
- Assists district leaders in planning, organizing and holding district-wide employee meetings and staff development events.
- Collects discipline report data annually from the sites and prepares summary reports.
- Collects expulsion report data annually from Administrative Panel and Board minutes and prepares summary reports.
- Attends certificated negotiations to record and distribute minutes.
- Arranges for expulsion hearings and other meetings of the Administrative Panel, oversees distribution of expulsion hearing materials, oversees completion and distribution of expulsion hearing reports and follow-up reports and correspondence as appropriate.

### **OTHER FUNCTIONS:**

- Makes travel arrangements and arranges meetings and conferences.
- Independently responds to letters and general correspondence of a routine nature.
- Responds to public and staff inquiries for the Superintendent.
- Prepares the District Newsletter and Parental Annual Notice.
- Maintains district office files and voicemail system.
- Disseminates Board policy revisions.

**EMPLOYMENT STANDARDS:**

Training and Experience: Five years of increasingly responsible secretarial experience or three years of increasingly responsible secretarial experience in a school district.

Knowledge of: English usage, grammar, spelling and punctuation; office methods, procedures, and equipment; business letter writing techniques; organization, procedures and operating details of the district; record keeping principles and procedures; use of Microsoft Word in PC format at advanced level; experience updating web site and using Excel and PowerPoint is desirable.

Ability to: Interpret and apply administrative and district policies, laws, and rules; understand the organization and operation of the district and of outside agencies as necessary to assume assigned responsibilities; communicate effectively orally and in writing; prepare and compose correspondence and documents independently; compile and maintain complex and extensive records and files; analyze situations carefully and adopt effective courses of action; establish and maintain effective relationships with administrators, teachers, other employees and the general public; exercise sound and independent judgment; work calmly and effectively in a multi-tasking and fast paced environment; attend evening Board meetings.

Physical Effort/Working Environment: Light physical effort; occasional standing or walking; periodic handling of light weight parcels or supplies. Indoor work environment. A pre-placement physical examination may be required.

Licenses and Certifications: A valid Class 3 California driver's license and evidence of appropriate automobile insurance based on DMV regulations may be required.

Education: High School diploma or equivalent to completion of the twelfth grade.