

ADMINISTRATIVE SECRETARY**DEFINITION:**

Provide a wide variety of highly responsible, complex, and confidential administrative assistant duties to support an Assistant Superintendent; convey information regarding department functions and procedures; interpret policies and regulations to officials, staff and the public; plan, coordinate and organize assigned projects and site activities. The Administrative Secretary serves as a confidential employee exempt from the bargaining unit.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Screen incoming correspondence, arranging for the supervisor's personal reply in order of priority with appropriate background material attached for reference.
- Compose correspondence, memorandums, reports, and meeting minutes independently on a variety of matters, including those of a confidential nature; compile and type various letters, forms, reports, contracts, packets, statistical data, bulletins, newsletters, notices, vouchers, lists, and other materials as directed; prepare, format, proofread, and review written materials; distribute as appropriate.
- Review outgoing correspondence prepared by other staff members for the supervisor's signature for consistency with administrative policy as well as for format, grammatical construction and clerical errors.
- Prepare, process and follow-up with Board Updates and Board Agenda items.
- Maintain annual calendar of mandated items for board of education agenda; prepare and disseminate calendar of events; coordinate and arrange special events and activities for the Assistant Superintendent
- Maintain confidential or general administrative files.
- Make arrangements for meetings by contacting other officials or staff members involved regarding materials or reports to be presented or discussed and assisting in the preparation of the agenda by suggesting topics to be included.
- Receive, screen and route telephone calls and emails; greet and assist visitors; refer calls or visitors to appropriate staff members; take and relay messages; respond to questions, complaints, and inquiries from district personnel, parents, community members, and outside agencies; represent assigned administrator by phone and written communication; interpret policies and regulations to officials, staff and the public.
- Research and compile a variety of information; compute statistical information for various federal, state and organizational reports; process and evaluate a variety of forms and applications related to assigned functions; merge a variety of data and computerized documents as needed; identify and resolve statistical discrepancies.
- Serve as a technical resource to staff concerning data input and reporting functions as assigned; respond to inquiries and provide information concerning related practices, applications, requirements, standards, techniques, and procedures; provide related training as required.
- Attend a variety of meetings; prepare related notices, reports, presentations, and agendas; record and transcribe minutes; prepare and distribute minutes, updated records, statements, documents and reports to appropriate personnel.
- Input a wide variety of data into an assigned computer system; maintain automated files and records; create queries and generate a variety of spreadsheets; ensure timely distribution and receipt of a variety of records and reports; ensure accuracy of input and output data.
- Perform special projects and prepare various forms and reports on behalf of the Assistant Superintendent; attend to administrative details on special matters as assigned; perform varied duties related to the Assistant Superintendent's area of responsibility and assigned programs.
- Verify information for staff and outside agencies as requested.
- Develop and implement office procedures to ensure complete and timely operations.
- Make travel and conference arrangements.

- Perform a wide range of office manager duties (i.e., maintaining departmental budget, including processing of requisitions for supplies and services, monitoring of attendance and personnel leave accrual).
- Review and update Board Policies and Administrative Regulations.
- Receive, review and delegate subpoenas to the proper staff.
- Assist in providing updates on legislative changes.
- Take and transcribe dictation.
- May provide administrative support to Collective Bargaining negotiations; prepare calendars and schedule meetings; prepare and review correspondence and other materials; take and transcribe minutes and meeting notes; attend meetings as required; edit, produce and distribute Collective Bargaining Agreement; track mandated cost and prepare reports
- Coordinate documents, program information, and communication with legal representatives and administration.
- Perform other duties as assigned.

QUALIFICATIONS:

Knowledge of:

Correct English, grammar, spelling, punctuation and vocabulary; modern office methods, procedures, practices and office technology and record keeping techniques; organizational operations, policies, and objectives; general knowledge of rules, regulations and laws concerning California school districts, business practices; current office administration and management methods, analysis of systems, and procedures; principles of training and providing work direction to others; oral and written communication skills; budgeting practices regarding monitoring and control; methods of collecting, organizing data and information; business letter and report writing, editing, and proofreading; basic relations techniques, interpersonal skills using tact, patience, and courtesy.

Ability to:

Interpret, apply, and explain rules, regulations, policies and procedures; analyze problems and develop alternative solutions; adhere to schedules and timelines; work independently and follow through on assignments with minimal direction; train and provide work direction and guidance to personnel; apply judgment, discretion and initiative in performing complex secretarial and quasi-administrative work; establish and maintain effective working relationships; understand and carry out oral and written directions; establish format, correspondence, charts and statistical outlines; independently initiate, compose and draft clear and concise final form cover memoranda and correspondence; keep complex records and files; screen mail, telephone calls and visitors; maintain confidential files and information; project needs for office equipment and supplies; read and write at a level appropriate to the duties of the position; communicate effectively both orally and in writing to a variety of audiences; perform arithmetic computations; type at a net corrected speed of 60 words per minute.

Experience:

Four years of progressively responsible clerical, secretarial work or administrative experience which has provided the applicant with the knowledge and abilities listed above. School site experience desirable.

Education:

Graduation from high school or equivalent GED,

The following are desired: additional courses in business administration, English and writing; or an Associate's degree from an accredited college or university with coursework equivalence in business, public administration or related field.

Working Conditions:

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Indoor/office work environment; moderate noise levels; contact with parents, community members, students and staff; fast paced work environment with changing priorities; driving a vehicle to conduct work.

Physical Performance Requirements:

Frequent sitting much of the time with some standing, walking, bending, stooping, squatting and twisting. Lifting of office supplies and other work related materials occasionally involved. Reach in all directions. Weight of materials will vary, but generally be of less than twenty pounds. Hear and understand speech at normal levels. Communicate so that others can clearly understand normal conversation. See for the purpose of reading. Have dexterity of hands and fingers to operate a keyboard.

Licenses:

Possession of a valid California Driver's License; Proof of current and valid tuberculosis screening.

Board Approved: April 26, 1979

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