

**Position:**

Superintendent's Secretary

**General Description:**

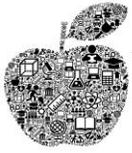
Under the supervision of the superintendent, performs highly responsible, confidential and complex secretarial assignments for the superintendent and the members of the governing board.

**Job Goal:**

To contribute to student success by maintaining an efficient and positive district office environment that provides key communications between the superintendent and students, staff, parents and community.

**Duties and Responsibilities:**

- Provides clerical support and performs administrative assistant duties for the superintendent and governing board.
- Obtains, interprets and provides information to various parties concerning office functions and policies and procedures to the public. Works with other offices in the district as well as outside agencies, coordinating specific activities and seeing they have been accomplished.
- Develops and posts all board agendas and supporting documents for the governing board and board appointed committees.
- Attends and takes minutes of all board meetings, and maintains official board files.
- Coordinates and implements district special elections and board elections.
- Manages calendar and schedules appointments for superintendent.
- Coordinates recruitment and hiring process for the district including preparing and distributing all position announcements and application materials.
- Works closely with district legal counsel obtaining advice and interpreting policy at the direction of the superintendent.
- Maintains confidential correspondence and administrative files; composes correspondence independently on own initiative.
- Edits letters, annual reports, and any related publications for the superintendent.
- Researches a variety of written information for the purpose of providing information, recommendations and/or addressing administrative requirements.
- Assists superintendent in preparation of bargaining unit negotiations.
- Opens superintendent's mail; organizes and accomplishes the duplicating, routing and filing of information.
- Prepares, reroutes and files state and federal reports.
- Maintains information on district website.
- Publishes district newsletter.



- Coordinates conference/travel arrangements for superintendent and governing board.
- Prepares purchase order requisitions for district office for purchases as needed.
- Prepares month-end enrollment reports.
- Coordinates the preparation and updating of district forms.
- Processes interdistrict attendance agreements.
- Prepares expulsion materials and coordinates administrative hearings, adhering to all timelines mandated by law.
- Serves as the credential technician for the district, maintaining the credential section of personnel files and records; recording professional growth credit and preparing paperwork for salary advancement.
- Oversees district volunteer process.
- Maintains updated job descriptions and job classifications.
- Performs other tasks which are reasonable within the scope of duties.

**Required Skills:**

The requirements listed below are representative of the knowledge, skill and/or ability required.

**Ability to:**

- Effectively meet and interact with the public, staff and students in routine situations which require tact, discretion and courtesy.
- Work competently with applicable software applications including word processing, spreadsheets, databases, and student information systems.
- Interpret and apply school district policies, laws, rules and regulations.
- Perform difficult and responsible clerical tasks with speed and accuracy.
- Analyze situations and make decisions in procedural matters without immediate supervision.
- Accurately record the content of meetings.
- Understand and carry out complex oral and written instructions.
- Identify and maintain strict confidentiality of district documents, records and other sensitive information.
- Work independently and effectively in order to meet deadlines.
- Use effective communication skills and maintain cooperative working relationships.

**Knowledge of:**

- Contemporary office practices and procedures.
- Correct English usage, spelling, grammar, and punctuation.
- Computer technology, data entry methods, and procedures including database programs, word processing and spreadsheets.
- Federal, state and local laws pertaining to personnel administration and recruitment/hiring practices.
- Applicable sections of California Education Code, Government Code, Elections Code and other related laws.



- The Brown Act and Robert's Rules of Order.

**Basic Qualifications:**

- Associates of Arts degree in Business preferred; or high school diploma or equivalent, supplemented by computer software, data entry, spreadsheet and word processing training.
- Possession of a valid California Driver's license.
- Five years of broad and increasingly responsible clerical experience, preferably at the executive level.
- Passing score on the district secretarial skills test.
- Type accurately at 60 words per minute.

**Physical Requirements:**

**Ability to:**

- See for purposes of reading policies and printed material.
- Understand speech at normal levels in person, on the telephone, or on other district communication devices. Communicate so others will be able to understand a normal conversation in person or on the telephone.
- Occasionally lift/carry supplies, materials and equipment weighing up to 15 pounds.
- Demonstrate mental acuity in the performance of job related duties and interactions with students and adults.
- Operate necessary equipment including computers and computer software with dexterity.

**Working Conditions:**

Office work environment subject to sitting at a desk for long periods of time, bending and crouching, kneeling at files, pushing/pulling file drawers, equipment and supplies, reaching in all directions and working at a computer or other standard school equipment.

**Hours:**

Eight (8) hours per day.

**Days:**

260 days per year. Vacation, holidays and sick leave in accordance with district policies and Ed Code.

**Salary:**

Range B of the Confidential Salary Schedule.

**Evaluation:**

Superintendent