

JOB DESCRIPTION
Grossmont Union High School District

EXECUTIVE SECRETARY

Purpose Statement:

The job of Executive Secretary is done for the purpose/s of providing a wide variety of complex and confidential administrative and secretarial support to assigned administrator; communicating information on behalf of the administrator to school and district staff, other districts, public agencies, etc.; ensuring compliance of office activities with financial, legal and administrative requirements; and acting as liaison between the administrator and staff and the public to provide information, address a variety of issues and/or provide general support. Incumbents in this classification provide students, staff and the public with information through the performance a wide variety of secretarial services which directly supports learning.

This job reports to Assistant Superintendent

Essential Functions

- Attends meetings and conferences for the purpose of recording minutes, conveying and/or receiving information.
- Audits a variety of programs and processes as assigned for the purpose of ensuring compliance with established policies, procedures and/or education codes.
- Compiles data from a variety of sources (e.g. agenda items, payroll, budget, etc.) for the purpose of complying with financial, legal and/or administrative requirements.
- Composes complex documents for the purpose of communicating information to school and district personnel, the public, etc.
- Coordinates a variety of programs and/or activities (e.g. calendars, workshops, refurbishing offices, etc.) for the purpose of ensuring availability of facilities and/or equipment and delivering services in conformance to established guidelines.
- Evaluates situations (e.g. involving staff, students, parents, the public, etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- Maintains manual and electronic documents, files and records (e.g. confidential files, agendas, legal correspondence, minutes, requisitions, donations, agreements, etc.) for the purpose of providing up-to-date reference and audit trail for compliance.
- Monitors assigned district activities and/or program components (e.g. budgets, etc.) for the purpose of coordinating activities and ensuring compliance with established financial, legal and/or administrative requirements.
- Prepares written materials (e.g. agendas, rejection letters, minutes, notes, budget, agreements, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Presents information on administrative procedures, services, regulations, etc. for the purpose of orienting other personnel and/or disseminating information to appropriate parties.
- Processes documents and materials (e.g. requisitions, legal claims, liability claims, agendas, etc.) for the purpose of disseminating information to appropriate parties.
- Researches a variety of information for the purpose of providing information, recommendations and/or addressing a variety of administrative requirements.
- Responds to inquiries, including answering the telephone and/or telephone system for the purpose of resolving problems, providing information and/or referring to appropriate personnel.
- Schedules a variety of activities (e.g. meetings, appointments, etc.) for the purpose of assisting in meeting staff needs and efficient utilization of personnel, equipment and facilities.
- Supports assigned administrator for the purpose of providing assistance with administrative functions.

Other Functions

- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; performing standard bookkeeping/accounting procedures; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: concepts of grammar and punctuation; standardized accounting/bookkeeping principles; keyboarding; and office support software applications.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; organizing high volumes of information; anticipating, preventing or mitigating administrative problems; preparing high quality public documents; maintaining effective working relationships (e.g. administrators, Governing Board Members, coworkers, teachers, students, parents, employees applicants, legal counsel, representatives of local/state/federal government organizations, business, community, news media, etc.); and using tact and diplomacy in complex interpersonal situations.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and monitoring budget expenditures. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience within specialized field with increasing levels of responsibility is required.

Education High School diploma or equivalent.

Required Testing

Pre-employment Proficiency Test

Certificates & Licenses

Current Typing Certificate at an acceptable rate of speed.

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Clearance

FLSA Status

Non Exempt

Approval Date

11/10/2005

Salary Grade

Unit II 51