

EXECUTIVE SECRETARY

DEFINITION

Provides secretarial services for highest level executives; manages the clerical activities of the office, and relieves the executive of details.

TYPICAL DUTIES

Performs secretarial duties and/or relieves the executive of administrative details by:

Taking and transcribing dictation, often of a confidential nature, composing routine correspondence, preparing and distributing minutes of meetings, and reviewing and editing materials prepared by others for the executive's signature.

Maintaining the executive's calendar, arranging appointments and meetings and making appointments and itineraries for District visitors.

Arranging for facilities, equipment, resource materials, and services for meetings and special projects.

Supervising and participating in the reception of visitors, telephone calls, and mail; exercising discretion regarding their urgency and possible redirection to others; giving out approved information and assisting callers and visitors in making satisfactory contacts.

Maintains continuing liaison and makes special contacts on behalf of the executive's with District staff and other organizations.

Attends meetings, consults with and advises employees on policy and procedure, and reports significant events or problems to the executive or other administrators.

Reviews a variety of reports, minutes, and correspondence; obtains related information from office records or by contacting others; compiles data; and marks Board Reports and other items for the executives attention.

Establishes office files, records, and procedures and supervises their maintenance.

Supervises and is responsible for the preparation of budget requests, time reports, personnel actions, requisitions, expense claims, Board reports, bulletins, and other items for the executive and appropriate subunits.

May set up and coordinate procedures for special projects involving clerical staff of subordinate offices.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Executive Secretary performs a combination of secretarial and administrative duties with special emphasis on relieving an executive of administrative details and assisting in communications with District staff, other agencies and organizations, and the public.

An Administrative Secretary I performs a combination of secretarial and administrative duties for an individual who has jurisdiction over one or more major organizational segments of the District. In addition to being responsible for day-to-day operations of the office and coordination of all clerical procedures and practices that affect the work of that office and its subunits, an Administrative Secretary I is responsible for representing the unit and interpreting its policies to school personnel and the public.

SUPERVISION

General supervision is received from a District executive. General supervision is exercised over clerical employees in the immediate organizational unit, and functional supervision is exercised intermittently over clerical work performed by personnel in other units.

CLASS QUALIFICATIONS

Knowledge of:

- Organization and key personnel of the District
- Current issues of educational policy and procedure
- Sources of data within the District and in the community
- Principles of supervision and office management
- Laws, rules, policies, and regulations affecting District operations

Ability to:

- Compose and edit correspondence, reports, bulletins, and memorandums
- Communicate clearly and tactfully in writing and orally
- Develop efficient methods for obtaining and reporting information
- Analyze problems and define issues
- Exercise initiative and good judgment
- Take and transcribe dictation
- Work under pressure in meeting deadlines

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency. Courses in office management, business English, and related subjects are highly desirable.

Experience:

Permanent status in the class of Administrative Secretary I or a higher-level related secretarial classification.

Special:

Employees in this classification are exempt from regular selection, appointment, and retention processes in accordance with the provisions of Education Code Section 45272(b).