

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Executive Secretary to the Board of Education	REPORTS TO:	Assigned Administrator
DEPARTMENT:	Office of Superintendent	CLASSIFICATION:	Confidential
FLSA:	Non-Exempt	WORK YEAR:	12 Months
BOARD APPROVAL:	June 17, 2009	SALARY:	T-48/Confidential Salary Schedule

BASIC FUNCTION:

Under the direction of the Board, perform highly responsible, complex and advanced executive secretarial duties of a confidential nature in support of the functions of the Board of Education; provide communication to the District, general public, and outside organizations as related to areas of responsibilities; plan, organize and coordinate office functions and activities in a timely manner to meet the needs of the District and community.

REPRESENTATIVE DUTIES: (Persons employed in this position may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Plan, organize and coordinate office functions and activities; communicate information in a timely manner to meet the needs of the District and the community. *E*

Actively participate in Board and staff meetings; prepare, assemble and distribute the Board agenda; record and type minutes of meetings using dictation skills or computer notebook. *E*

Prepare room for Board meetings; prepare scripts for portions of public meetings as required; prepare documents for signature by Board members and Superintendent. *E*

Compose correspondence independently; compile and type various reports and statistical data as directed. *E*

Respond in a timely manner to inquiries from the public, Board Members and staff regarding Board policies and procedures, minutes, historical references and Education Code regulations. *E*

Receive, screen and direct callers and visitors to ensure timely delivery of communication to appropriate staff, sites/departments or outside individual/group; answer questions; assist in resolving complaints from the public; refer matters to proper personnel as required; communicate with outside organizations including City, County and State officials. *E*

Prepare and ensure accurate and timely scheduling of meetings as requested by the Board members and maintain related files and records; plan, organize and update conference and travel arrangements in a timely manner. *E*

Prepare annual report, according to established procedures, for retrieval of reimbursable costs from State for services rendered and mandated by the legislature. *E*

Operate a variety of standardized office equipment. *E*

Assist with development and preparation of the Board of Education budget to ensure the financial viability of the District; compile data for managing office; monitor and maintain the budget as directed.

Train and provide clear direction and expectations to assigned staff to meet the needs of the district and community.

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years of college-level course work in secretarial science, office management or a related field and five years of responsible secretarial experience including one year in an administrative secretarial or assistant position.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Current office practices, procedures and equipment.
Software programs including but not limited to word processing, spreadsheet and presentation graphics.
Education Codes, Board policies, District regulations and other applicable laws related to assigned activities.
Interpersonal skills using tact, patience and courtesy.
Accurate record-keeping techniques.
Correct oral and written usage of English, grammar, spelling, punctuation and vocabulary.
Telephone and receptionist techniques and etiquette.
District organization, operations, policies, objectives and goals.
Research methods and report writing techniques.

ABILITY TO:

Operate a computer to enter data, maintain records and generate reports, memorandums and letters.
Operate a variety of standardized office equipment.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Maintain accurate budget records and prepare reports
Effectively communicate and understand both orally and in writing.
Train, assign, direct and review the work of others.
Establish and maintain cooperative and effective working relationships with a diverse range of people.
Learn new or updated computer systems/software programs to apply to current work.
Work confidentially and independently with many interruptions.
Prioritize and schedule work to meet schedules and time lines.
Understand and work within scope of authority.
Type at 40 words net per minute.
Analyze and synthesize information for accurate data reporting to support district goals.
Communicate using patience and courtesy in a manner that reflects positively on the organizational unit.
Determine appropriate action within clearly defined guidelines.
Compile and verify data and prepare reports.
Organize, coordinate and oversee office activities.
Actively participate in meeting District goals and outcomes.
Apply integrity and trust in all situations.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; contact with dissatisfied individuals referred to the Board office for resolution of issues; intermittent noise; repetitive activities.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, dexterity to operate a computer and other standardized office equipment; sitting for extended periods of time; reaching overhead, above the shoulders and horizontally, bending at the waist and kneeling or crouching to retrieve files from cabinets and shelves; hearing and speaking to exchange information in person or on the telephone; seeing to read various documents related to assigned activities; lifting light objects.

Fresno Unified School District is an Equal Opportunity/Affirmative Action Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E= Essential Functions

APPROVALS:

Kim Mecum, Associate Superintendent
Division of Human Resources

Date

Michael E. Hanson
Superintendent

Date