

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Executive Secretary to the Superintendent	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 Superintendent or designee, perform highly complex, responsible, confidential secretarial and administrative assistant duties to relieve the Superintendent of a variety of difficult and routine administrative details; coordinate and provide communication and information to the District, general public, and outside organizations as related to areas of responsibilities; plan, organize and coordinate activities pertaining to the Superintendent's office in a timely manner to meet the needs of the District and community; interpret policies and regulations to officials, staff and the public.

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; provide timely communication and information to the District, general public, and outside organizations as related to areas of responsibilities including State-wide organizations in the field of education. *E*

Schedule administrative meetings; obtain, interpret and provide information to others concerning office functions, policies and procedures; work collaboratively with other administrative units to assure compliance with time lines. *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, refer to appropriate staff members or schedule appointment with the Superintendent; receive, sort, read, route and respond to mail as directed. *E*

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

Assist in resolving concerns of families and community members in a timely manner to provide high quality service to the community; schedule appointments and maintain appointment calendar; arrange group meetings and transmit confidential or controversial information as appropriate. *E*

Maintain and ensure accurate and timely scheduling of the Superintendent's calendar; plan, organize and update hotel, conference and travel arrangements in a timely manner. *E*

Maintain confidential files and official records for the protection of students, families and staff; maintain official copy of District policies and administrative regulations and hand books. *E*

Assist in budget planning and control for the Superintendent's office to ensure the financial viability of the District. *E*

Prepare agendas and attend meetings; take, prepare and distribute minutes to administrative staff and the Board as appropriate; maintain files and meeting folders. *E*

Prepare, format, edit and proofread written materials; type and prepare memos and lists; take and transcribe dictation. *E*

Serve as alternative secretary to Board as necessary.

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years of college-level training in secretarial science, office management or 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:

Determine appropriate action within clearly defined guidelines.

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.

Analyze and synthesize information for accurate data reporting to support district goals.

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.

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.

Organize complex material and summarize discussions and actions taken in report form.

Actively participate in meeting District goals and outcomes.

Apply integrity and trust in all situations

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; contact with dissatisfied individuals; 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 Disabilities Act as required by law.

E=Essential Functions

APPROVALS:

Kim Mecum, Associate Superintendent
Division of Human Resources
_____ Date

Michael E. Hanson
Superintendent
_____ Date