

MODESTO CITY SCHOOLS

REVISED

Job Description

JC# 0015

EXECUTIVE SECRETARY TO THE BOARD OF EDUCATION

OVERALL RESPONSIBILITY

Under general direction, performs a variety of highly responsible, confidential and complex clerical, secretarial and administrative duties for the Superintendent of Schools and the Board of Education. Serves as a primary liaison between Board members and the public. Interpret policies and regulations to officials, staff and the public, as needed.

SPECIFIC RESPONSIBILITIES

1. Serve as confidential/executive secretary to the Superintendent of Schools and members of the Board of Education. *E*
2. Record and transcribe Superintendent's and Board of Education member's correspondence. *E*
3. Prepare the minutes of Board of Education minutes including the execution of official papers, transmittal of forms as required by law, and routine follow up of minutes. *E*
4. Compose correspondence and memos independently on a variety of matters including those of a confidential nature; compile and type various letters, forms, reports, contracts, packets, memoranda, notices, fliers or other materials as directed; prepare, format, edit, proofread and revise written materials. ~~or from brief verbal instructions or notes; conduct continuing correspondence independently on procedural or informational matters without review by supervisor.~~ *E*
5. Attend Board of Education and staff meetings. *E*
6. Responsible for preparation, assembly, publishing, posting and distribution of the Board of Education agendas, meeting notices, and other related materials. Serve as the lead on revisions and/or updates to Board Policies. *E*
7. Manage, train and support users on the District's online Board of Education agenda system. *E*
8. Receive, screen and route telephone calls; greet and assist visitors; refer callers or visitors to appropriate staff members; take and relay messages; respond to requests, complaints and questions from parents, legislators, district superintendents, education/business community, staff and public, and Give information, to the public answer ing questions involving an understanding of District policies, procedures and regulations, as needed. *E*
9. ~~Act as a receptionist, making appointments, arranging group meetings, and transmitting confidential or controversial information.~~ *E* Effectively communicate and maintain cooperative relationships with other departments, administrators and outside agencies to coordinate activities, exchange information and resolve issues or concerns.
10. Coordinate and arrange special events and appearances for Superintendent or Board of Education. Make arrangements for meetings, conferences and appointments; make travel arrangements for the Superintendent and Board of Education members. *E*
11. Reserve and maintain calendars for the use of meeting rooms for District Office personnel upon request. *E*
12. Determine disposition of incoming mail not requiring attention of Superintendent or Board of Education. *E*
13. Compile reports from a wide variety of sources and transmit to other offices or agencies. *E*
14. Assist in preparation of budget requests. *E*
15. Coordinate assigned District projects/programs including all correspondence and scheduling. *E*
16. ~~Effectively communicate and maintain cooperative relationships with those contacted in the course of work.~~ Prepare, maintain, and submit monthly leave reports for members of the Board of Education.
17. Perform other related duties as assigned.

EXECUTIVE SECRETARY TO THE BOARD OF EDUCATION (continued)

WORK YEAR

Approved days as specified in the Management Salary Schedule

SALARY

Management Salary Schedule

QUALIFICATIONS

Knowledge/Ability

Minimum Requirements:

- Ability to type/keyboard at a net rate of 55 words per minute.
- Ability to activate a personal computer and load software from a disk and/or CD-ROM.
- Ability to enter requisitions, purchase orders and receipts into computer, and verify quantities and prices.
- Knowledge of and ability to use e-mail and calendaring programs.
- Knowledge of and ability to use word processing, database and spreadsheet programs to develop and produce correspondence, reports, publications, presentations and projects.
- Knowledge of and ability to use graphics and desktop publishing programs to develop and produce correspondence, reports, publications, presentations and projects.
- Ability to create and initiate a mail merge using a word processing program.
- Ability to access the Internet using a search tool or Web address to locate information, bookmark and print electronic information.
- Knowledge of letter and report writing techniques.
- Knowledge of modern office methods and practices.
- Ability to perform a variety of highly responsible tasks with speed and accuracy.
- Ability to perform basic arithmetic calculations with speed and accuracy.
- Ability to establish and maintain accurate records and files.
- Ability to operate modern office equipment (e.g. ten-key calculator, duplicating machine, fax machine, etc.)
- Ability to express initiative, adaptability and confidentiality.
- Ability to supervise and train clerical personnel.
- Ability to analyze situations and take an effective course of action.
- Ability to use correct English grammar, syntax, spelling and punctuation.
- Ability to compose correspondence, memoranda, bulletins and reports independently using correct English grammar, syntax, spelling and punctuation.
- Ability to understand and carry out oral and written instructions given in English.
- Ability to work cooperatively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise and firmness.
- Knowledge of and ability to apply management, budgeting and contract administration principles and practices.
- Ability to independently assemble, interpret and organize information and financial and statistical data for reports, manuals and schedules.
- Ability to screen a volume of communication and discriminate between routine and priority matters.

Desirable Qualifications:

- Ability to take dictation at 80 wpm or effectively transcribe from a recording device.
- Knowledge of school operation, policies, regulations and procedures.

Experience

Minimum Requirement:

- Three (3) years accounting, bookkeeping, clerical, secretarial experience performing complex work tasks.

Education

Minimum Requirement:

- Graduation from high school or General Education Development (GED) Certificate or California High School Proficiency Examination (CHSPE) Certificate.

Physical Characteristics

With or without the use of aids:

- Sufficient vision to read small print.
- Sufficient depth perception to file documents.

EXECUTIVE SECRETARY TO THE BOARD OF EDUCATION (continued)

QUALIFICATIONS

Physical Characteristics

With or without the use of aids:

Sufficient hearing to hear normal and telephone conversations.

Ability to speak in an understandable voice and with sufficient volume to be heard at a normal conversational distance and on the telephone.

Sufficient dexterity to manipulate small objects, print or write legibly, operate telephone, use computer keyboard, typewriter and other business machines.

Sufficient physical ability to sit or stand for prolonged periods of time.

Sufficient physical ability to reach horizontally and vertically with arms.

REPORTS TO

Superintendent

~~Board Approved: 11/13/12~~

~~Cabinet Approved: 7/9/19~~

Board Approved: 7/22/19

Cabinet Approved: 10/4/21

Board Approved: