

JOB DESCRIPTION
Pleasanton Unified 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 the SELPA Director; communicating information on behalf of Director to school and district staff, other districts, community agencies, the public, and outside agencies; assisting Director in ensuring compliance of program activities with financial, legal and administrative requirements; and acting as liaison for the program as directed to the Joint Powers Board to provide information, address a variety of issues and/or provide general support.

Essential Functions

- Assists in the preparation of complex documents (e.g. executive summaries, correspondence, agendas, minutes, event programs, reports, etc.) for the purpose of communicating information to the Joint Powers Board, school and district personnel, the public, state officials, etc.
- Attends meetings of the Joint Powers Board for the purpose of providing coordination, materials, and recording the actions of the Board which result in the formal meeting minutes.
- Compiles data from a variety of sources (e.g. agenda items, budget, etc.) for the purpose of complying with financial, legal and/or administrative requirements.
- Composes complex documents (e.g. executive summaries, correspondence, agendas, minutes, bulletins, reports, etc.) for the purpose of communicating information to school and district personnel, the public, etc. and knowledge of open meeting laws and legal requirements for public meetings.
- Coordinates a variety of programs and/or activities (e.g. task assignments, meetings, site in-service day activities, workshops, travel and accommodations, 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 the Board, staff, students, parents, the public, etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- Maintains various confidential and non confidential records for the purpose of ensuring availability of information and compliance with established guidelines.
- Monitors accounting expenditures, disbursement of funds, etc. for the purpose of ensuring compliance with budget in accordance with established policies and procedures.
- Monitors assigned activities and/or program components for the purpose of ensuring compliance with financial, legal and/or administrative requirements.
- Oversees development of Board agenda and Board informational materials for the purpose of ensuring the accuracy and completeness of materials presented to the Joint Powers Board.
- Oversees program's administrative support activities for the purpose of ensuring efficient utilization of personnel and processing of work activities.
- 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 for the purpose of disseminating information to appropriate parties.
- Researches a variety of written information as requested by the Director (e.g. current practices, policies, education codes, etc.) for the purpose of providing information, recommendations and/or addressing a variety of administrative requirements.

- Responds to inquiries of staff, other educational institutions, the public, community agencies, parents and/or students for the purpose of providing information and/or direction as may be required.
- Schedules a variety of activities (e.g. meetings, travel arrangements, staff coverage, facilities usage, etc.) for the purpose of assisting in meeting staff needs and efficient utilization of personnel, equipment and facilities.
- Serves as a liaison as requested to committees and/or organizations on behalf of the Director for the purpose of conveying and/or gathering information required for district operations.
- Supports Superintendent and Governing Board members (e.g. follow-up of board actions, school board election procedures, coordination of schedules, etc.) for the purpose of providing assistance with their administrative functions with limited supervision and maintaining strict confidentiality with all parties.

Other Functions

- Assists other office personnel as may be required for the purpose of supporting them in the completion of their work activities.

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 using pertinent software applications; performing standard bookkeeping; 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; office methods and practices; and pertinent codes; policies; regulations and/or laws

ABILITY is required to schedule 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; analyze data utilizing defined but different 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 varied types and/or purposes; and utilize specific, job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; being attentive to detail; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and directing the use of budgeted funds within a work unit. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on 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, 10% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

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

Education High School diploma or equivalent.

Required Testing

Pre-employment Proficiency Test

Continuing Educ. / Training

None Specified

Certificates & Licenses

None Specified

Clearances

Criminal Justice/Fingerprint Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified 24