

EXECUTIVE SECRETARY

DEFINITION

Under general direction assists top level administrator with administrative detail and highly responsible clerical functions including planning, organizing, and controlling; leads clerical workers; prepares complex reports; receives and responds to telephone calls and visitors; and performs related work as required.

LICENSE REQUIRED

Some positions may require possession of a valid and appropriate California driver's license and/or certification as a Notary Public.

EXAMPLES OF DUTIES

Establishes and maintains annual, monthly, and daily calendars of activities of division. *E*

Collects and assembles information for division budget. *E*

Presents data and justification. *E*

Recommends equipment replacement based on analysis of alternatives. *E*

Determines requirements, orders, and maintains stocks of supplies/forms for division. *E*

Determines schedules for project completions involving division-wide resources. *E*

Assembles, organizes, and presents data required for supervisor to make decisions. *E*

Schedules and obtains facilities, participants, materials, and amenities for meetings, conferences, visitors, and supervisor's travel. *E*

Maintains suspense file and follows up outstanding actions. *E*

Coordinates department activities and technical clerical work involved with projects. *E*

Supervises proposal preparation and coordinates contract completion. *E*

Provides information on activities, policy, law, and procedures within and without division. *E*

Reviews and edits documents to be in compliance with legal guidelines and district standards. *E*

Opens, reads, sorts, and routes mail. *E*

EXAMPLES OF DUTIES: (cont.)

Establishes and operates extensive file systems with cross-filing, including confidential files; purges files per schedule and category. *E*

Prepares Board agenda items and any associated back-up documents to support the items. *E*

Makes reports of meetings, conferences, and telephone calls. *E*

Composes routine and complicated correspondence; types correspondence and reports. *E*

Designs and prepares forms. *E*

Assigns, directs, supervises, and controls the flow of work to clerical workers as assigned; makes recommendations regarding staff evaluation; trains and supervises clerical workers. *E*

Accesses computer to enter, extract, and arrange data. *E*

Greets visitors and callers; ascertains need; provides information and/or refers caller to appropriate person; screens visitors and callers for supervisor. *E*

Compiles, researches, and prepares material for Board of Trustees, Personnel Commission meetings, and district news releases. *E*

Performs annual physical inventory of equipment.

Prepares documentation of equipment transactions.

Serves as communication resource between the District, outside organizations, and community as assigned.

Plans utilization of floor space.

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Fundamentals of time management;
2. Modern office management techniques, equipment, and procedures;
3. Personal computer and job-related software programs such as Excel, Word, Access, PowerPoint, and internet browsers;
4. Advanced English usage, spelling, grammar, and punctuation;
5. Business correspondence, report preparation, and composition techniques; and
6. Mathematics including use of fractions and percentages.

Ability to:

1. Perform highly responsible clerical and administrative detail work;
2. Read, understand and interpret policies, regulations, administrative reports, contracts, and government guidelines;
3. Compose correspondence and minutes of meetings;
4. Develop calendars, schedule activities, and monitor progress to meet deadlines;
5. Communicate effectively with staff and community members;
6. Think critically and problem solve complex issues and situations;
7. Establish and maintain extensive, complex filing systems;
8. Operate standard office equipment, personal computer and related software;
9. Maintain strict confidentiality of privileged information;
10. Learn the vocabulary, procedures, methods, policies, and regulations of the assigned division/office;
11. Work with a high level of independence and the requirement of decision making within established guidelines;
12. Proofread for grammar, spelling, punctuation, word usage, and content accuracy;
13. Operate a calculator quickly and accurately;
14. Keyboarding with accuracy at an acceptable rate of speed;
15. Understand and carry out oral and written instructions;
16. Establish and maintain effective relationships with those contacted in the course of work; and
17. Maintain work pace appropriate to given workload.

EDUCATION

Individuals possessing the knowledge, skills, and abilities listed above are considered to possess the necessary education.

EXPERIENCE

Responsible administrative secretarial experience in an executive office which included the composition of correspondence and reports, the handling of administrative detail, considerable independence of action, a large volume of difficult typing, and the maintenance of a complex filing system;

or

Experience at or above the level of Administrative Secretary in the Huntington Beach Union High School District.

WORKING CONDITIONS

Environment:

Office environment; subject to constant interruptions and driving a vehicle to conduct work.

Physical Abilities:

Moderate lifting, carrying and pushing objects weighing up to 25 pounds; dexterity of hands and fingers to operate standard office equipment; reaching overhead, above the shoulders and horizontally to reach shelves; bending at the waist to retrieve files; hearing and speaking to exchange information; seeing to read correspondence; and sitting for extended periods of time.

Revised: 7/81

4/88

7/94

6/05

1/08

7/08