

MARIN COUNTY OFFICE OF EDUCATION

CLASSIFIED POSITION DESCRIPTION

SUPERINTENDENT'S SECRETARY/ADMINISTRATIVE ASSISTANT

DEFINITION:

Under the general direction of the Marin County Superintendent of Schools, performs a wide variety of complex secretarial and administrative duties, relieving the Marin County Board of Education and Superintendent of technical and routine detail.

DISTINGUISHING CHARACTERISTICS:

The Secretary of the Marin County Superintendent of Schools is distinguished from the Executive Secretary and other secretarial classes by the level of responsibility, independent judgment, discretion exercised and interaction with the Board of Education, school district administrators, other governmental agencies, the public and the news media.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found in positions within this class. Job descriptions are written as a representative list of the ADA (Americans with Disabilities Act) essential duties performed by the entire job classification. Typical tasks include any duties and responsibilities assigned to the Clerk, Administrative Secretary, Senior Administrative Secretary, or Executive Secretary positions within the job family, and:

Meetings, Conferences and Public Hearings:

- Plans and coordinates meetings, conferences, facilitations, and public hearings as assigned, including development, preparation and distribution of notices, agendas and supplementary materials to the Marin County Board of Education and others, scheduling of facilities and equipment, preparation of minutes and follow-up actions;
- Plans, coordinates, and manages timelines related to assigned school board elections and ballot measures.

Communications and Interpersonal Relations:

- Monitors all printed and electronic communications, drafting responses, and/or determining and executing appropriate follow-up actions;
- Develops letters, memos, messages and newsletters from shorthand notes, machine transcription or independent action;
- Interprets and explains county office policies, programs and legislative regulations;
- Effectively communicates orally and in writing and maintains relationships with Marin County Office of Education staff, students, and families, school district personnel, members of the Board of Education, outside agencies, the public and the news media;
- Keeps the Superintendent apprised of potential problems, issues, and concerns;
- Coordinates, prepares agenda, meeting materials, and designs presentations and convenes a quarterly meeting of Superintendents' secretaries;
- Researches and utilizes a variety of source materials (CA Education, Government, and Election Code, legislation, state/county/district statistical information) for the preparation of reports, correspondence, and presentations;

- Provides ongoing direction and supervision of the work of assigned staff, including clerical interns.

Recordkeeping /Filing:

- Prepares and processes mileage, travel and conference claims;
- Maintains permanent and historical board minutes, agendas and resolution files;
- Maintains permanent records of all trustees from the governing boards of school districts within Marin County;
- Reviews, removes and destroys documents consistent with record retention legal mandates and professional practice.

Word Processing/Keyboarding/Dictation/Transcription:

- Word processes and edits text electronically utilizing various software programs;
- Initiates or receives and transcribes dictation from shorthand notes and/or machine for a variety of documents, including letters, memos, messages, news releases, flyers, programs, certificates, invitations, minutes of meetings, reports, agendas and various forms and charts;
- Takes minutes, drafts minutes;
- Edits correspondence, publications, agreements, contracts, and reports for the Marin County Superintendent of Schools and the Marin County Board of Education.

Scheduling and Coordinating:

- Schedules and coordinates the Superintendent’s calendar and appointments;
- Makes travel and conference arrangements for the Superintendent and Board members.

Budget Preparation and Maintenance:

- Provides assistance in development and maintenance of Board budget, including projected income and expenditures;
- Monitors budgets and expenditures; prepares online requisitions, monitors receipt of materials and invoices;
- Prepares budget revisions as required;
- Reviews records verifying payment of expenditures and balances;
- Prepares and monitors Professional Expert Agreements (PEA) and Independent Contractor agreements.

Performs other duties as assigned requiring essentially the same effort, skill and responsibilities when work requirements are changed or modified.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TRAINING, EDUCATION AND EXPERIENCE:

Any combination of education, training and/or experience which demonstrates ability to perform the duties as described, including progressively responsible secretarial experience within the Marin County Office of Education and courses in office management procedures and secretarial training.

KNOWLEDGE OF:

- Modern office practices and procedures;
- Public contact techniques;
- Accepted business English usage;
- Telephone etiquette ;
- Safe work practices.

ABILITY TO:

- Operate a computer and various software applications/databases, dictation/transcription equipment, calculator and duplicating equipment;
- Prepare and maintain accurate records and files;
- Keyboard at 60 WPM accurately from written copy or machine;
- Take dictation at a speed adequate for accurate transcription of documents;
- Establish and maintain cooperative working relationships with those contacted during performance of job duties;
- Plan, organize, prioritize and track department work to meet deadlines and accomplish tasks within established timelines;
- Maintain orderly work environment and perform tasks in a prescribed and safe manner;
- Respond promptly to requests of internal and external clients; provide needed information, assistance, training, materials, and resources;
- Maintain and improve professional skills and knowledge;
- Be flexible and receptive to change;
- Plan and arrange work from policy and general objectives, rarely referring cases to supervisor, unless clarification or interpretation of policy is involved;
- Work during evening hours attending regular and special Board meetings;
- Coordinate the work flow of other staff members in an operational unit;
- Observe, inform, and update supervisor on a broad range of work topics;
- Adapt work style to that of supervisor, anticipating and initiating actions to address supervisor needs in reoccurring situations.

SKILLS IN:

Communication Skills:

- Written communication to prepare clear, concise letters, memoranda and other written documents with correct grammar, punctuation and spelling;
- To communicate effectively with Marin County Office of Education personnel, school districts, other agencies, the public and news media demonstrating tact, diplomacy and sensitivity to individual concerns;
- Reading comprehension skills to interpret policies, administrative regulations, laws and programs and accurately explain to others;
- Initiating contacts with persons of substantially senior positions, public officials, or prominent presenters on matters requiring explanation, discussing, and obtaining approvals;
- Maintaining confidential nature of working data while responding satisfactorily to inquiries from multiple sources.

Mathematical Skills:

- Computational skills involving addition, subtraction, multiplication, division and percentages.

Reasoning ability:

- Ability to apply common sense understanding and multiple variables to carry out complex instructions;
- Ability to analyze and select from a range of procedures to initiate necessary action;
- Decision making skills to exercise independent thinking and good judgment;
- Effectively coordinating a variety of simultaneous functions in a multi-operational department;
- Broad based research skills to identify and collect appropriate data, given minimal direction.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Regularly required to talk or hear;
- Uses hands to finger, handle, or feel;
- Reaches with hands and arms;
- Occasionally required to stand and walk;
- Occasionally lifts and/or moves up to 25 pounds;
- Vision abilities required include close vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee:

- Regularly works in inside environmental conditions;
- Frequently works with a video display terminal for prolonged periods;
- The noise level is typical of an open office work environment with background noise of telephones and conversations;
- Works under stressful conditions with numerous interruptions.