

MARIN COUNTY OFFICE OF EDUCATION CLASSIFIED POSITION DESCRIPTION

EXECUTIVE SECRETARY

DEFINITION:

Under the direction of a high level administrator, performs advanced secretarial functions, and administrative duties, in support of the assigned programs or departments.

DISTINGUISHING CHARACTERISTICS:

The Executive Secretary is distinguished from the Senior Administrative Secretary and from other secretarial classes by the complexities involved in the effective coordination of secretarial, clerical, and administrative support services within a division. Typically this position is assigned to a Deputy or Assistant Superintendent.

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, or Senior Administrative Secretary positions within the job family, and:

Meetings, Conferences and Public Hearings:

- Plans and coordinates meetings, public hearings, including preparation, posting (including to the web), and distribution of notices and agendas, scheduling of facilities, audio visual needs and refreshments, preparation of supplementary material, minutes and follow-up actions;
- Monitors participant attendance;
- Prepares and distributes minutes and follow-up actions.

Communications and Interpersonal Relations:

- Develops letters, memos, messages; reviews internal and external documents and communication for accuracy, content, and tone;
- Screens and prioritizes incoming communication (phone, mail, email) for prompt response or action;
- Interprets, clarifies and explains Marin County Office of Education policies and programs to students, staff, parents, and the general public;
- Communicates orally and in writing with Marin County Office of Education personnel, school districts and outside agencies relating to programs, students, and other concerns;
- Solicits and collects requested information from a variety of internal and external sources, compiling or summarizing data for necessary reports or documents;
- Serves as receptionist to division head screening and greeting callers and visitors, services as a liaison between division manager and other administrators and staff;
- Maintains and updates assigned Division, department, and/or committee list serves;
- Keeps supervisor apprised of potential problems;
- Trains and provides work direction and guidance to designated clerical personnel; distributes work assignments.

Recordkeeping/Filing:

- Reviews and reconciles employee time records to work year calendars;
- Reviews and processes mileage, travel and conference claims;
- Processes personnel transaction documents;
- Develops and monitors division vacation schedule;
- Maintains employee records such as emergency leave/vacation/overtime and compensatory time;
- Maintains division documents, contracts, communication, files, and staffing records;
- Enters, monitors, reviews, updates, and extracts data for a variety of requests or reports;
- Reviews, removes and destroys documents consistent with record retention legal mandates and professional practice;
- Maintains chronology and confidentiality of legal matter documents;
- Updates and maintains divisional webpages.

Word Processing/Keyboarding/Dictation/Transcription:

- Word processes and edits text electronically utilizing various software programs;
- Receives and transcribes dictation from shorthand notes and/or machine for a variety of documents, including letters, memos, messages, minutes of meetings, reports, agendas, and various other forms;
- Takes minutes, drafts minutes;
- Drafts, prepares, and edits email, agendas, correspondence, reports, and other documents;
- Updates assigned web site documents via data or webpage upload.

Scheduling and Coordinating:

- Schedules and coordinates supervisor's calendar and appointments;
- Schedules travel and conference arrangements.

Budget Preparation and Other Assignments:

- Provides assistance to the supervisor in the development and maintenance of budget(s) including projected income and expenditures;
- Prepares supply requisitions, monitoring of 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.

021015—Labor Grade 11, Salary Range 44 – EXECUTIVE SECRETARY

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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 toward set objectives, referring only unusual cases to supervisor;
- Work during evening hours attending regular and special 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;
- Oral communication to communicate effectively with Marin County Office of Education personnel, school districts' personnel, parents, students, and the general public 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.

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.