

**DIXON UNIFIED SCHOOL DISTRICT**  
**Job Description**

**TITLE:** Executive Secretary to the Superintendent

**CLASSIFICATION:** Confidential

**REPORTS TO:** Superintendent

**SCHEDULE:** Confidential

**WORK YEAR:** 12 Months

**BOARD APPROVAL:** 07/14/2016

**BOARD REVISION:**

**PRIMARY FUNCTION:** Under general supervision Of the Superintendent, provide executive support for the highest levels of the District; perform a wide variety of responsible administrative secretarial and clerical duties requiring a high level of organization and frequent contact with the public, employees, administration and the Board of Education; act as the Executive Secretary to the Board of Education and perform other related work as required.

**RELATIONSHIP TO STUDENT ACHIEVEMENT:** This position supports student achievement by contributing to an organized District Office environment, maintaining positive public relations, and improving the flow of communications and information for the Superintendent and District Cabinet.

**SUPERVISION OVER:** Not Applicable

**REPRESENTATIVE DUTIES AND RESPONSIBILITIES:** Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but to accurately reflect the primary job elements. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

- Performs highly responsible administrative support duties as the primary and confidential secretary to the Superintendent, to relieve the Superintendent of administrative and clerical detail; plans, organizes District Office activities and coordinates flow of communications and information; assures smooth and efficient office operations.
- Maintains and coordinates the Superintendent's calendar of appointments; Prepares and disseminates meeting invitations and calendar events.
- Prepares and assures access of a variety of documents, files, and other paperwork for staff members and the public; Represents a positive image of the Superintendent and enhances public relations through constructive communication with a variety of agencies and members of the community.
- Composes information for publication and approval by the Superintendent; Performs website management.
- Composes correspondence independently on a variety of matters including those of a confidential nature.
- Transmits orders and decisions of the Superintendent to various district organizational units.
- Researches and compiles information pertinent to a variety of programmatic and operational areas; Summarizes information in writing, tables, and graphs.
- Performs a wide variety of clerical duties in support of the Governing Board including organizing Board correspondence and travel arrangements.
- Drafts, prepares, and distributes the final agenda with supporting materials for Governing Board of Education meetings.
- Attends all public meetings of the Governing Board (except expulsion hearings) and composes minutes of motions, their disposition, pertinent discussions; Maintains official Board book and online archive of agendas, minutes, and media.
- Provides necessary correspondence and notifications to the appropriate parties following Governing Board actions.
- Maintains, updates, and disseminates the manual of Board Policies and Administrative Regulations.
- Acts as information source regarding the proper interpretation of District policies, procedures, and laws.

- Establishes and maintains a variety of records and filing systems related to assigned activities; compiles and duplicates related materials as needed.
- Inputs a variety of data into an assigned computer system; establishes and maintains automated records, files, and databases; initiates queries, develops spreadsheets, manipulates data, and generates various computerized lists and reports as requested; assures accuracy of input and output data.
- Performs a variety of clerical accounting duties in support of the Superintendent; monitors inventory levels of office and designated supplies; prepares, processes, and codes purchase orders and invoices as assigned; contacts vendors/providers to arrange for billings and payments as directed; assists in assuring expenditures do not exceed established budget limitations.
- Communicates with personnel, various outside agencies, and the public to exchange information, coordinate activities, and resolve issues.
- Operates a variety of standard office equipment including a calculator, copier, fax machine, typewriter, computer, and assigned software.
- Receives, sorts, and distributes mail.
- Cares for, supervises, controls, and protects students in a manner commensurate to assigned duties and responsibilities.
- Completes other reasonable duties as assigned.

**TRAINING, EDUCATION, AND EXPERIENCE:**

- Associate Degree or a minimum of 60 units from a WASC accredited college or university with major emphasis in Business/Business Administration OR an equivalent combination of experience and education from which comparable knowledge, skills, and abilities have been achieved.
- Bilingual in English and Spanish highly desirable.
- Prior experience working in a school district setting preferred.

**LICENSES AND OTHER REQUIREMENTS:**

- Fingerprint/criminal justice clearance.
- Possession of a negative TB risk assessment certificate and, if risk factors are identified, a negative TB examination, that is no more than 60 days old and renewable at least once every four years.
- CPR and first aid certification offered and required by the District yearly.

**KNOWLEDGE AND ABILITIES: The following outline of essential knowledge, abilities, and physical requirements is not exhaustive and may be supplemented as necessary in accordance of the job.**

**KNOWLEDGE OF:**

- Functions and secretarial operations of a school district and administrative office.
- District and school policies, rules, and procedures.
- Applicable laws, codes, and regulations.
- Modern office practices and procedures.
- Correct English usage, composition, grammar, spelling, and punctuation.
- Oral and written communication skills.
- Public relations techniques.
- Business letter and report writing, editing, and proofreading.
- Basic mathematical skills.
- Financial record-keeping techniques.
- Basic budgeting practices regarding monitoring and control.
- Methods of collecting and organizing data and information.
- Computer procedures, software, and applications.

*\*Candidates should have a firm working knowledge of these concepts, practices, and procedures and the ability to use them in varied situations.*

**ABILITY TO:**

- Perform highly responsible and confidential executive administrative support services.
- Plan, coordinate, and organize office activities, public relations, and the flow of communication and information for the Superintendent.
- Organize complex material and summarize discussions and actions taken in report or minutes form.
- Exercise discretion, initiative, and sound judgment.
- Establish priorities to plan and coordinate projects.
- Interpret, apply, and explain laws, codes, rules, regulations, policies, and procedures.
- Develop and maintain complex and confidential files, records, and organizational systems.
- Communicate effectively both orally and in writing.
- Understand and resolve issues, complaints, or problems.
- Compose effective correspondence and written materials independently or from oral instructions.
- Maintain financial records pertaining to clerical accounting duties.
- Compile and verify data to prepare comprehensive reports concerning a broad spectrum of subject matter.
- Operate a variety of office equipment including a computer and assigned software and applications.
- Make mathematic calculations with speed and accuracy.
- Demonstrate proficiency in keyboarding and typing.
- Analyze situations and suggest appropriate action(s).
- Maintain confidentiality of privileged information obtained in the course of work.
- Exercise caution and comply with health and safety regulations.
- Provide service and assistance to others using tact, patience, and courtesy.
- Give, understand and carry out multi-step oral and written instructions.
- Form and maintain cooperative and effective working relationships with others.
- Sustain productivity with frequent interruptions and attention to deadlines.
- Maintain consistent, punctual, and regular attendance.
- Work both independently with little direction and as a part of a team.
- Meet District standards of professional conduct as outlined in Board Policy.

## **WORKING CONDITIONS:**

### **PHYSICAL DEMANDS** (*With or without the use of aids*)\*:

- Work is performed while in a stationary position for extended periods of time.
- Work is performed while moving about the office to utilize office equipment, etc.
- Work is performed while positioning self to access files and supplies.
- Work is performed while moving supplies weighing up to 20 pounds across the office.
- Requires the ability to communicate effectively with staff, students, parents, and community members.
- Requires the ability to detect information displayed on a computer screen and read documents.
- Requires the ability to operate a computer keyboard or standard office equipment.

*\*Consideration will be given to qualified disabled persons who with reasonable accommodation can perform the essential functions of the job.*

**SAMPLE ENVIRONMENT:** Indoor office setting where employees are protected from weather conditions or contaminants; occasional temperature changes; exposure to usual office sounds, dust, and possible odor of perfume or room deodorizer; potential exposure to blood, blood-borne pathogens, bodily fluids, communicable diseases, chemicals, antiseptics, and disinfectants.