

WALNUT VALLEY UNIFIED SCHOOL DISTRICT

JOB TITLE: ADMINISTRATIVE SECRETARY (CONFIDENTIAL)

BASIC FUNCTION

Under direction of the Superintendent or designee, to perform complex and responsible secretarial and clerical functions in the Office of the Superintendent or in the Human Resources Department; to relieve a major department head or district-wide administrator of clerical and administrative detail by coordinating, organizing, leading, and participating in the various operational aspects of the administrator's assignment; and to do other related work as required. Incumbents in this classification provide clerical support to an administrator, and provide staff, students and the public with information through the performance of a wide variety of secretarial services which directly support learning.

ESSENTIAL JOB FUNCTIONS

- Serves as a personal secretary and office management aide dealing with a variety of sensitive and privileged matters
- Supports assigned administrator in management of projects using advanced software skills and project planning techniques
- Prepares or coordinates the preparation of information and data requested for administrative review
- Compose independently a variety of accurate and appropriate documents and correspondence, often with minimal oversight and/or specific guidance
- Attends meetings and conferences as requested and takes and transcribes notes into summary form
- Interprets policies, regulations, and operational procedures to those persons contacting the administrator's office either by telephone or through personal visitation, acting to resolve issues on behalf of assigned administrator within authority level granted, and informs administrator of such actions taken
- Acts as a receptionist and office management aide to the administrator, including the answering of routine inquiries and correspondence, maintaining an action calendar, scheduling appointments, conferences and meetings, and a variety of other operational details
- Maintain and update content of the District's website pages relating to District activities
- Establishes and maintains complex manual and automated alphabetical, numerical, and subject matter files and data that may include sensitive and privileged information (e.g. preparation of documents, reports and information in direct support of management's development of collective bargaining materials)
- Utilizes modern office equipment, including assigned computer and related application software
- Assists with budget planning and expenditure control procedures for the administrator's assigned programs
- Assist in planning, organizing, coordinating and implementing the preparation of the materials and documents pertaining to the Board of Trustees and/or Personnel Commission meeting agendas
- Assists in maintenance of permanent records of Board and/or Personnel Commission meeting documents (in both electronic and paper formats)
- May coordinate and lead the staff activities of the administrator's office, including the organization, planning, layout, and development of time lines for completion of work
- May take and transcribe correspondence, memoranda, reports, and other communicative documents that include technical terminology requiring a familiarity with legal mandates, policies, regulations, and operational procedures affecting the administrator's functional responsibilities

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- May assist with a variety of personnel management activities, including the preparation of time reports, certification follow-up, personnel recruitment and selection processes, and other similar functions and activities
- Performs other duties related to the class as assigned

JOB REQUIREMENTS – QUALIFICATIONS

Skills, Knowledge and/or Abilities Required:

Skill to:

- Compile data and information, and prepare comprehensive reports
- Communicate effectively in oral and written form
- Establish and maintain a complex data management, storage, and retrieval system, using assigned hardware and software
- Perform advanced use of various software including word processing, spreadsheets, databases, publishing and presentation applications
- Take and transcribe dictation or use transcription equipment to accurately and efficiently produce a variety of printed informational material and data
- Understand and carry out oral and written directions
- Establish and maintain cooperative relationships and maintain a calm and tactful manner

Knowledge of:

- Procedures, methods, strategies, and techniques pertaining to the operation of a chief cabinet level administrator's office
- Modern office practices, trends, and procedures, standard office equipment and modern data management, storage, and retrieval systems
- Legal mandates, policies, regulations, and procedures, which govern the administrator's operational processes
- English usage, spelling, grammar, and manuscript and report formatting
- Effective and efficient communication techniques, strategies, and procedures
- Bargaining contract provisions, personnel rules and regulations, Board and Personnel Commission policies and procedures, Brown Act provisions pertaining to public meetings agendas and minutes

Ability to:

- Coordinate, organize and monitor the clerical and administrative functions of the administrator's office
- Effectively and efficiently perform highly responsible clerical, secretarial, and administrative aid functions and activities
- Establish and maintain effective working relationships with District staff in other departments, District Board members and Personnel Commissioners, elected and appointed officials of other agencies, the public, bargaining unit representatives, etc.
- Maintain confidences, be discreet and safeguard and maintain the security of confidential documents and information
- Meet project timelines and deadlines
- Manage multiple projects with conflicting goals and timelines
- Build relationships across multiple departments, District and school site personnel to promote a positive image and strengthen collaboration with the administrator's business partners

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- Research and compile information from a variety of sources
- Use good judgment, tact and patience during interactions with customers (employees, parents, the public), including difficult, angry or upset individuals
- Plan details of, and arrange in advance for all needed materials, in preparation for a variety of meetings and events, frequently those of a high-profile nature
- Keyboard at an acceptable rate of speed

PHYSICAL DEMANDS

Persons performing service in this position classification will be expected to perform light work, which involves lifting no more than 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds. Even though the weight lifted may be very little, a job is in this category when it requires a good deal of walking or standing, or when it involves sitting most of the time with some pushing and pulling of arm or leg controls. To be considered capable of performing a full or wide range of light work, Incumbents must have the ability to do substantially all of these activities. If someone can do light work, it is deemed that he or she can also do sedentary work, unless there are additional limiting factors such as loss of fine dexterity or inability to sit for long periods of time. *(Per the Code of Federal Regulations – Section 404.1567 “Physical Exertion Requirements”)*

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION REQUIREMENT

Experience:

Four (4) years of highly responsible secretarial experience, preferably in an educational organization.

Education:

Equivalent to the completion of High School, supplemented by coursework or training in office management, advanced secretarial skill areas, public relations, or related areas.