

SECRETARY TO THE SUPERINTENDENT/PRESIDENT

DEFINITION

Serves as secretary to the Superintendent/President and to the Board of Trustees and performs a variety of confidential and highly responsible secretarial and administrative duties.

SUPERVISION EXERCISED AND RECEIVED

General supervision is provided by the Superintendent/President.

Assignment may require the direct or indirect supervision of general clerical positions.

EXAMPLES OF DUTIES

Relieves the Superintendent/President of administrative and office detail; performs highly complex and responsible clerical/secretarial work; interprets policy and administrative regulations. Independently prepares correspondence for the Superintendent/President and the members of the Board and maintains a follow-up system.

Takes and transcribes the Superintendent/President's correspondence and his reports to the Board of Trustees from rough draft, shorthand notes or Dictaphone recordings.

Supervises the preparation, assembly and distribution of the Board of Trustee and Executive Committee's agenda.

Insures that legal obligations are met in the preparation of agendas and support materials for the Board of Trustee's meetings. Coordinates other campus preparations for meetings.

Records and types the minutes of the Board of Trustee's meeting and Executive Committee meetings and directs the routine follow-up, including transmittal and indexing of minutes and preparation of special letters.

Upon completion, reviews work for conformance to District requirements.

Collects information and prepares replies to requests from other institutions regarding policies and practices.

EXAMPLES OF DUTIES (continued)

Coordinates and arranges appointments, meeting, conferences, travel, interviews, etc. for Superintendent/President and members of the Board.

Transmits orders and decisions from the Board of Trustees and the Superintendent/President to various organizational units.

Provides information where judgment, knowledge and interpretation of policies, procedures, rules and regulations are necessary.

Receives and screens visitors, telephone calls and correspondence.

Receives complaints and refers individual to the proper organizational unit for resolution.

Prepares correspondence and materials independently or from oral instructions.

Supervises, initiates, and maintains confidential and administrative files and records.

Researches, compiles and analyzes data for special projects.

Maintains budget records for the Superintendent/President's Office and the Board of Trustees.

Serves on campus committees as requested or assigned.

May supervise, train and evaluate subordinates.

Performs the duties of an Administrative Assistant IV.

Performs related duties as required.

QUALIFICATIONS

Knowledge of:

Administrative office practices and procedures, including business correspondence principles and office equipment operations.

Public relations, principles and techniques.

Recordkeeping principles and procedures.

Organization, procedures, and operating details of the District.

QUALIFICATIONS (continued)

Office practices and procedures used in performing complex secretarial tasks with speed and accuracy.

Proper English usage including grammar, vocabulary, spelling and punctuation.

Word processing, spreadsheet, database and presentation computer software. Assigned program area may require knowledge of additional software applications.

Effective oral and written communication.

Principles of supervision, training and performance evaluation.

Ability to:

Perform complex and difficult secretarial duties; be highly organized and able to anticipate the need for information in order to respond to requests, conduct meetings and complete correspondence.

Interpret and apply District policies and procedures.

Type accurately from clear copy at a speed of 60 words per minute.

Take dictation at a speed of not less than 90 words per minute.

Use tact and discretion in a diverse multicultural and multiethnic public service environment.

Analyze situations accurately and use judgment when referring problems.

Compose effective correspondence independently.

Supervise, train and evaluate clerical subordinates.

Review, edit and proofread written documents for grammar, completeness and accuracy.

Compile and maintain complex and extensive confidential and administrative records and files.

Establish and maintain effective relationships with District employees and the public.

Works independently; understands and carries out oral and written directions.

QUALIFICATIONS (continued)

Make mathematical calculations with speed and accuracy.

Effectively use a variety of computer software applications. Operate a variety of standard office equipment.

EMPLOYMENT STANDARDS

Minimum Qualifications:

Seven years administrative assistant experience, which includes five years in a senior secretary/clerical position in a high volume, high traffic office, plus the equivalent of two years of course work in business or a related field.

Desirable Qualifications:

Graduation from a two-year or four-year college may be substituted for the administrative assistant experience on a year-for-year basis.