

Corning Union Elementary School District
Job Description

JOB TITLE: DISTRICT SECRETARY/ADMINISTRATIVE ASSISTANT

Salary Range:	Confidential, Range 13	Department:	District Office
Reports To:	District Superintendent	Approved by:	Board of Trustees September 8, 1993

POSITION SUMMARY:

Performs complex and responsible secretarial and administrative assistant duties. Assist the Superintendent and Board of Trustees with a variety of administrative details. Coordinate communications and information, interpret Education Code, Government Code, policies, procedures and regulations to administrative staff and the public. Maintain official records and perform other job related duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Performs duties as Confidential Secretary to the Superintendent, assisting the Superintendent with a wide variety of difficult and routine matters.

Oversees planning, organizing and coordinating and the scheduling and preparation of the Board of Trustees agenda. Trains, supervises and assigns work and evaluates assigned staff.

Coordinates unit activities with other organizational units of the District.

Records proceedings and actions on Board Meetings and maintains official records and reports of the Board. Attends meetings of the Board of Trustees and other bodies, taking and transcribing minutes of proceedings for permanent records. Drafts standard resolutions for adoption by the Board of Trustees and secures appropriate signatures for all resolutions when approved.

Supervises and performs a variety of recording and record retention duties, such as certifying and recording documents, circulating and announcing Board of Trustees proceedings, maintaining office files and records, assists in the selection of new staff for the unit.

Establish and revise office procedures and work priorities. Takes and transcribes dictation consisting of correspondence, memoranda and other items. Consults with legal counsel as directed and represents the Superintendent in a variety of matters as directed.

Receives, sorts, reads and routes and responds to mail as appropriate.

Monitors budget for Superintendent, Board of Trustees, and other accounts assigned to the Superintendent.

Maintains comprehensive and confidential files related to certificated and classified

personnel.

EDUCATION, EXPERIENCE AND SKILLS:

Knowledge of:

Functions, procedures and policies of the District Board of Trustees; organization of local school districts and basic functions of each organizational unit of the District; legal terminology, forms and procedures related to meetings and business of the local school district; District policies, rules and regulations; uses of automated systems utilized in office support; modern office methods, procedures and equipment; principles and practice of public administration, supervision and training.

Ability to:

Exercise discretion, tact, diplomacy and poise in meeting the public and assisting and resolving concerns of employees, parents and the community members; maintain a good working relationship with other agencies, such as educational organizations, State and local government bodies, Chamber of Commerce, etc.; perform difficult, responsible and confidential secretarial and office support work, and effectively relieve the District Superintendent and Board of Trustees of routine administrative detail; exercise analytical skills in identifying specific needs in designing appropriate modifications to administrative systems; prepare clear, concise and accurate records and reports; operate a computer terminal and utilize office support software to prepare documents and reports, input and retrieve data, and prepare reports and information compilations; speak and write effectively; must be able to write and transcribe shorthand at a rate of at least eighty (80) words per minute.

Any combination of training and experience which could likely provide the required knowledge and abilities is qualifying. A typical way to obtain this knowledge and abilities would be: Four (4) years of increasingly responsible public agency business management experience, including experience with automated systems, preferably including supervisory and public educational agency experience. College level or business school course work in office support and business management highly desirable.