

DELANO UNION SCHOOL DISTRICT

Secretary to the Superintendent

Brief Description of Job

To serve as the secretary to the Superintendent. The secretary is responsible for a wide variety of administrative and secretarial duties requiring confidentiality and a specialized knowledge of District functions and operations. Frequently is a liaison between the Superintendent and the public, staff and other administrators. Must be able to utilize independent and sound judgment when a situation calls for immediate action.

Administrative Relationship

Works directly under the direction of the district Superintendent.

Required Qualifications

The Secretary to the Superintendent must have knowledge of school district functions, policies, rules and regulations to assist in the administration of the district. Must use correct English, spelling, grammar, and punctuation and be able to use good public relations techniques. Must be able to gather information and compose correspondence, take notes at meetings and transcribe into accurate reports. Must be able to take responsibility and use good judgement, and understand and carry out oral and written instructions. Must be able to type 60 words per minute for five (5) minutes from clean copy with 95% accuracy and have a thorough knowledge of word processing. The successful candidate should have experience with collective bargaining and the negotiations process. Must possess a valid California Driver's License and have the ability to work evenings as needed. Ability to communicate in Spanish and take dictation is desirable.

Experience

Minimum of seven (7) years of successful secretarial experience within the Delano Union School District or pass all tests, including all tests required of an Executive Secretary or seven (7) years in a position of equal responsibility and secretarial skills.

Education

Must have a minimum of high school graduation or equivalent. Higher formal education, postgraduate, Junior College/Business School secretarial training highly desirable. Must meet high District standards for English, spelling and grammar.

ESSENTIAL FUNCTIONS OF THIS POSITION

- 1. Maintains confidentiality of information and establish effective work relationships with those contacted during the course of work;**

2. Maintains files, operates office equipment, and assists in the preparation of requisitions, records and administrative reports;
3. Performs a variety of secretarial work with minimum supervision;
4. Compiles and prepares reports including all items related to Collective Bargaining.
5. Answers telephone and provides information to students, parents, faculty members as needed.
6. Makes public contacts and answers questions about routine procedures and policies;
7. Attends meetings and conferences as requested and takes and transcribes notes into summary form;
8. Makes arrangements for conferences and workshops.
9. Supervises all other clerical staff as assigned.

Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements.

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|---------------|-----------------|------------------|-----------------|
| 1. Seldom | = Less than 25% | 3. Often | = 51 - 75 % |
| 2. Occasional | = 25 - 50% | 4. Very Frequent | = 76% and above |

- 4 a. Ability to work at a desk, conference table or in meetings of various configurations.
- 4 b. Ability to see for purposes of reading laws and codes, rules and policies and other printed matter.
- 4 c. Ability to hear and understand speech at normal levels.
- 4 d. Ability to communicate so other will be able to clearly understand a normal conversation.
- 3 e. Ability to bend and twist, stoop, kneel, run and crawl.
- 2 f. Ability to lift 20 lbs.
- 2 g. Ability to carry 20 lbs.
- 4 h. Ability to operate office equipment.
- 4 i. Ability to reach in all directions.

OTHER RELATED FUNCTIONS OF THIS POSITION

1. Other related duties as assigned.

Employee: _____ Date: _____

Authorized Representative: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.