CHICO UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE SECRETARY/SUPERINTENDENT

DEFINITION
Under direction, to perform a variety of responsible clerical duties to maintain effective operations in the office of the Superintendent; to type, word process, file, answer telephones and greet visitors; and to serve as backup to the Executive Secretary to the Superintendent.

SUPERVISION EXERCISED
May exercise technical and functional supervision over clerical staff and student assistants.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Participate and assist in the administration of the Superintendent's Office; assume the duties of the Executive Secretary to the Superintendent in the absence of that person relative to attending Board of Education meetings in order to take a record of the meeting, prepare minutes, develop the agenda and coordinate meeting arrangements; provide a high level of service appropriate to the Office of the Superintendent.
- Attend meetings and conferences as assigned and serve as recorder; prepare minutes for distribution; prepare materials and agenda for assigned meetings.
- Type, proofread and word process a variety of documents, including general correspondence, agendas, reports, newsletters and memoranda from rough draft or verbal instructions; compose routine correspondence.
- Receive calls and visitors; respond to complaints and requests for information from students, faculty, staff and the general public; interpret and explain rules and regulations using discretion, tact and diplomacy; refer calls and visitors to appropriate personnel as required; maintain awareness of controversial or confidential issues when disseminating information.
- Participate in the maintenance of the calendar of appointments for the Superintendent; assist in the coordination of meetings and in making travel and hotel accommodations.
- Type a variety of forms, including purchase orders, use of facilities, warehouse requisitions and work orders as required.
- Perform routine administrative support duties within the clerical support system; order, requisition and store appropriate materials, supplies and equipment; monitor equipment repairs and needs; maintain necessary information, records and mailing lists; search files for specified information; file; proofread; sort and distribute mail and fax correspondence.
- Compile, duplicate and distribute various agendas, minutes, updates, policy/procedure and informational material to staff, Board and the public.
- Maintain budget records for specified accounts.
- Operate office equipment, including computer equipment, copiers, calculators, typewriters and other related machines.
- Provide notary service of District documents as needed.
- Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Modern office practices, methods and equipment, including computer equipment.
- Principles and procedures of record keeping.
- Principles and practices of data collection and report preparation.
- Principles of business letter writing.
- Techniques used in public relations.
- Basic accounting and bookkeeping procedures.
- Word processing methods, techniques and programs, including spreadsheet and data base applications.
Alphabetical, numerical and subject matter filing systems.
Basic mathematical principles.
English usage, spelling, vocabulary, grammar and punctuation.

Skill to:
- Operate modern office equipment, including computer equipment.
- Type or operate a keyboard at a level proficient for successful job performance.

Ability to:
- Learn, interpret and apply the policies, procedures, laws and regulations pertaining to assigned programs and functions.
- Perform responsible and difficult specialized clerical work involving the use of independent judgment and personal initiative.
- Understand the organization and operation of the District as necessary to assume assigned responsibilities.
- Provide lead supervision for lower level staff and student assistants.
- Interact effectively and sensitively with individuals from diverse backgrounds.
- Respond to requests and inquiries for information regarding District policies and procedures.
- Collect and tabulate information and data.
- Prepare and maintain accurate and complete records.
- Prepare clear and concise reports.
- Work effectively and efficiently under pressure with constant interruptions.
- Plan and organize work to meet schedules and timelines.
- Independently prepare correspondence and memoranda.
- Work independently in the absence of supervision.
- Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:
Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:
- Two years of responsible clerical experience, including experience in the maintenance of complex records.

Training:
- Equivalent to the completion of the twelfth grade supplemented by at least two years of specialized course work in office practices or a related field.

License or Certificate:
- Ability to obtain a Notary Public License.

Special Requirements:
Essential duties require the following physical skills and work environment:
- Ability to work in a standard office environment.