CHICO UNIFIED SCHOOL DISTRICT
EXECUTIVE SECRETARY TO THE SUPERINTENDENT

DEFINITION
Under direction, to perform a variety of highly responsible, confidential and complex administrative and secretarial duties in support of the Superintendent's Office; to plan, organize and oversee the support activities and operations of the office; to provide information and assistance to students, faculty, staff and the general public; and to serve as secretary to the Board of Education.

SUPERVISION EXERCISED  Exercises technical and functional supervision over clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES
- Participate and assist in the administration of the Superintendent's Office; relieve Superintendent of a variety of complex and routine administrative and technical details; plan, organize and oversee office activities and operations.
- Serve as initial contact/resource person for the Superintendent's Office; screen calls, visitors and mail; respond to sensitive requests for information and assistance; interpret policies, rules and regulations in response to inquiries and complaints; resolve concerns and complaints; refer inquiries as appropriate.
- Organize the flow of communication through the Superintendent's Office in an efficient and effective manner with District personnel, Board of Education, news media, the general public and other agencies.
- Provide notary service of District documents as needed.
- Perform the full range of secretarial duties for the Superintendent's Office; take and transcribe dictation, including correspondence, memoranda and other items; type and assemble reports, manuals, correspondence and other materials; independently respond to letters and general correspondence; compose and prepare letters, memoranda and reports pertaining to standard policies.
- Maintain calendar of appointments for the Superintendent and other administrative staff; coordinate activities with other divisions, the general public and outside agencies; arrange locations and logistics for meetings; arrange travel and hotel accommodations.
- Participate in the development of Board of Education meeting agendas, compile agenda packets, attend meetings and take minutes of proceedings; prepare minutes for approval and distribute finalized minutes; maintain complete records, including official records of Board of Education proceedings; maintain current Board policy manual.
- Collect, compile and analyze information from various sources on a variety of specialized topics related to programs in assigned areas; establish and maintain confidential and complex files; prepare reports as assigned.
- Initiate and maintain a variety of administrative files and records for information related to the assigned programs; process necessary forms and paperwork; maintain and update resource materials.
- Assist in the preparation and monitoring of assigned budgets; compile annual budget requests, recommend expenditure requests for designated accounts and monitor approved budget accounts; prepare and process requisitions, purchase orders, expense claims and other documents.
- Participate in supervising and training assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies.
- Plan, coordinate and review the work plan for assigned staff; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review work products, methods and procedures.
- Perform special projects and assignments as requested; serve on and maintain records for committees as assigned.
- Attend and participate in staff meetings and in-service activities; attend workshops, conferences and classes to increase professional knowledge to stay abreast of new additions and amendments to District policy and regulations.
- Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS
Knowledge of:
- Modern principles and practices of office management.
- Basic principles of supervision and training.
- Principles and practices of fiscal, statistical and administrative data collection and report preparation.
- Modern office procedures, methods and equipment, including computer equipment.
- Principles of business letter writing.
- Practices used in minute taking and preparation.
- Principles and procedures of record keeping.
- Principles and practices of data collection and report preparation.
- Techniques used in public relations.
- Word processing methods, techniques and programs, including spreadsheet and data base applications.
- Basic accounting and purchasing procedures.
- Basic mathematical principles.
- English usage, spelling, vocabulary, grammar and punctuation.

Skill to:
- Operate modern office equipment, including computer equipment.
Chico Unified School District
Executive Secretary to the Superintendent, con’t

- Type or operate a keyboard at a level proficient for successful job performance.

**Ability to:**
- Learn the operations, services and activities of the District.
- Learn, interpret and apply pertinent laws, codes and regulations, including administrative and departmental policies and procedures and applicable sections of the Education Code.
- Perform responsible and difficult administrative and executive secretarial work involving the use of independent judgment and personal initiative.
- Understand the organization and operation of the Superintendent’s Office and the District as necessary to assume assigned responsibilities.
- Independently compose correspondence and memoranda.
- Compile and tabulate data and information and prepare summaries and reports.
- Maintain and prepare complex, extensive and confidential records and reports.
- Supervise and train assigned staff.
- Perform accurate mathematical computations quickly and accurately.
- Analyze situations carefully and adopt effective courses of action.
- Plan and organize work to meet schedules and timelines.
- Work effectively and efficiently under pressure with constant interruptions.
- Respond to requests and inquiries for information regarding District policies and procedures.
- Meet and deal tactfully and effectively with the public.
- 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:**
- Five years of increasingly responsible administrative secretarial support experience which included decision making responsibilities and exercising of independent judgment. Experience in a school district is highly desirable.

**Training:**
- Equivalent to the completion of the twelfth grade supplemented by specialized training in office practices, business administration, 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.

PC - January 1997, July 2012