



## PERSONNEL COMMISSION

**Class Code: 0678**  
**Salary Range: 30 (CO)**

### EXECUTIVE SECRETARY (C)

#### JOB SUMMARY

Under the direction of an Executive Staff-level administrator, such as an Assistant Superintendent, perform complex and confidential secretarial and administrative support duties to relieve the administrator of a variety of administrative details; interpret policies and regulations to officials, staff and the public; plan, coordinate and organize office activities and coordinate flow of communications and information for the assigned administrator; train and evaluate the performance of assigned personnel; perform related duties as assigned.

#### EXAMPLES OF DUTIES

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Perform complex duties as confidential secretary to an administrator, relieving the administrator of a variety of secretarial and administrative details; plan, coordinate and organize office activities and coordinate flow of communications for the assigned administrator; maintain confidentiality of privileged and sensitive information. **E**
- Receive, screen and route telephone calls; refer calls or visitors to appropriate staff members; respond to requests, complaints and questions from officials, staff and the public, representing the District by phone and written communication; interpret policies and regulations to officials, staff and the public. **E**
- Coordinate and schedule various appointments and meetings; make travel arrangements; maintain and coordinate the administrator's calendar; prepare and disseminate calendar of events. **E**
- Compose correspondence independently on a variety of matters including those of a confidential nature; take and transcribe dictation; compile and type various letters, reports, contracts, Board agenda items, statistical data, memos, bulletins, lists and other materials as directed; prepare, format, edit and proofread written materials. **E**
- Research and compile a variety of information, compute statistical information for various federal, State and District reports; process and evaluate a variety of forms related to assigned functions. **E**
- Serve as a resource and communicate and collaborate with a variety of District personnel, outside agencies, attorneys and others to exchange information, resolve issues or concerns and coordinate activities. **E**
- Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Receive, sort and route incoming mail; review and determine priority of incoming mail; compose replies independently or from oral direction. **E**

- Attend a variety of meetings and compile related notices, reports and agendas; take and transcribe minutes; distribute minutes and reports to administrative staff and the Board as appropriate. ***E***
- Perform special projects and prepare various forms and reports on behalf of the administrator; attend to administrative details on special matters as assigned; receive legal documents and assist in responding to court orders and subpoenas as directed. ***E***
- Prepare and process requisitions and travel reimbursements according to established guidelines; monitor and maintain budget information; order office supplies in accordance with established guidelines. ***E***
- Maintain a variety of complex personnel records, lists, files and records including confidential materials; receive, review and input payroll for certificated, classified and other staff using appropriate codes for various absences; input vacancy assignments; assure confidentiality of information and records. ***E***
- Initiate contract requests for outside consultants or services including projected expenses, dates, payment methods and follow up to Board actions; monitor expenditures based on invoices received and expense transfer as assigned. ***E***
- Develop and implement office procedures to assure complete and timely operations; create office forms which facilitate work flow. ***E***
- Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work. ***E***
- Attend and participate in a variety of in-service trainings and meetings; provide training to new secretarial staff and others as requested; provide secretarial coverage at school sites or other offices as needed. ***E***
- Perform related duties as assigned.

*Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

## **DISTINGUISHING CHARACTERISTICS**

The Executive Secretary classification reports to an Executive Staff-level administrator such as an Assistant Superintendent. Incumbents perform administrative support duties and provide overall division or departmental secretarial support to relieve the administrator of secretarial and administrative details. Incumbents in this classification are expected to exercise independent judgment and discretion, demonstrate initiative and carry out their responsibilities with a minimum of direction. Incumbents must apply a thorough knowledge of the organizational structure and functions of the District in performing and coordinating their responsibilities. Incumbents may provide direct supervision to other clerical and secretarial personnel as assigned by the position.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

Functions and secretarial operations of an administrative office.

District organization, operations, policies and objectives.

Applicable sections of the State Education Code and other applicable laws.

Modern office practices, procedures and equipment.

Record-keeping techniques.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Principles of supervision and training.  
Budgeting practices regarding monitoring and control.  
Methods of collecting and organizing data and information.  
Contract terminology, preparation and processing.  
Business letter and report writing, editing and proofreading.  
Basic public relations techniques.  
Operation of a computer and assigned software.

**Ability to:**

Perform responsible and confidential secretarial and administrative support duties to relieve an administrator of a variety of administrative details.  
Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.  
Organize complex material and summarize discussions and actions taken in report form.  
Compile and prepare comprehensive reports concerning a broad spectrum of subject matter.  
Compose effective correspondence independently.  
Answer telephones and greet the public courteously.  
Train and evaluate assigned personnel.  
Maintain a variety of complex and confidential files and records.  
Assure efficient and timely completion of office and program projects and activities.  
Organize, coordinate and oversee office activities.  
Understand and resolve issues, complaints or problems.  
Establish and revise priorities of clerical work and office activities.  
Operate a computer and assigned software.  
Establish and maintain cooperative and effective working relationships with others.  
Analyze situations accurately and adopt an effective course of action.  
Plan and organize work.  
Meet schedules and time lines.  
Work confidentially with discretion.  
Communicate effectively both orally and in writing.  
Understand and follow oral and written directions.  
Work independently with little direction.

**Education and Training:**

Graduation from high school or equivalent supplemented by college-level course work in secretarial science or a related field.

**Experience:**

Five years of secretarial or administrative support experience including one year in a supervisory capacity or one year of experience at the level of Administrative Secretary with the Long Beach Unified School District.

Any other combination of education, training and experience, which demonstrates that the applicant is likely to possess the required skills, knowledge or abilities, may be considered.

**SPECIAL REQUIREMENTS**

Positions in this classification require the use of a personal automobile and possession of a valid California driver's license.

*SELF-CERTIFICATION OF TYPING/KEYBOARDING SKILLS:*

This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 50 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

**WORKING ENVIRONMENT**

Office environment.  
Constant interruptions.  
Potential for contact with dissatisfied individuals.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.  
Hearing and speaking to exchange information in person and on the telephone.  
Sitting for extended periods of time.  
Bending at the waist, kneeling or crouching to file materials.

*AMERICANS WITH DISABILITIES ACT*

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 6/22/2000  
Revised: 3/8/2007  
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