

# COTATI-ROHNERT PARK UNIFIED SCHOOL DISTRICT

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## **JOB DESCRIPTION**

### **POSITION**

Executive Secretary - Confidential

### **DEFINITION OF POSITION**

Serves as secretary to the Assistant Superintendent

### **EXAMPLES OF DUTIES**

- Assists in the preparation of agendas for Governing Board.
- Collects data for agenda and reports presented at Board meetings.
- Prepares letters, reports, and memoranda from oral dictation.
- Screens telephone callers and provides requested information when possible.
- Manages and coordinates District events.
- Orders instructional materials and programs.
- Receives and routes the Administrator's mail.
- Collaborates with district departments.
- Processes contracts.
- Interprets and explains policies and proceedings of the department to the general public.
- Maintains confidential and general files as well as correspondence and other information.
- Maintains the Administrator's appointment calendar.
- Prepares the agendas and organizes meetings for the Administrator.
- Composes correspondence on matters not requiring the Administrator's personal attention.
- Maintains and revises policy manuals.
- Monitors the budget of the department.
- Operates a variety of office equipment.
- Understands and uses confidentiality appropriately.
- Performs other related duties as assigned.

### **DESIRABLE QUALIFICATIONS**

- Knowledge of:*
- School district policies, laws, rules, and regulations
  - Modern office methods, practices, and procedures
  - Receptionist and telephone techniques
  - English usage, spelling, grammar, and punctuation
  - Organization and collection of data
  - Database, word processing, and spreadsheet computer programs
  - Google Suite

- Ability to:*
- Compose correspondence independently and from general directions
  - Type at a speed not less than 60 words per minute accurately and neatly
  - Perform a variety of clerical and secretarial work from general or oral instructions
  - Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness and firmness
  - Establish and maintain cooperative working relationships

### **EXPERIENCE/EDUCATION**

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A minimum of three (3) years of broad and increasingly responsible secretarial experience preferably in a school district setting within recent years. Education equivalent to the completion of twelfth grade, preferably supplemented by additional training.

### **PHYSICAL ABILITIES**

- Requires ordinary ambulatory ability to retrieve work materials, intermittent walking, standing, stooping, and carrying and lifting of lightweight materials (under 20 pounds)
- Requires visual acuity sufficient to recognize people, words, and numbers
- Requires hand-eye-arm and finger dexterity to use a personal computer keyboard, ten-key and other common office equipment
- Requires speaking and hearing ability sufficient to hear over the phone and carry on routine conversation

### **WORK ENVIRONMENT**

- Work is performed in an office environment with minimal exposure to health and safety considerations