

**Central Valley School District
Job Description #814**

TITLE **Central Office Secretary – Assistant Superintendent/Director**

GENERAL SUMMARY

The Secretary to the Assistant Superintendent/Director performs a wide variety of tasks to assure the smooth, accurate, and efficient operation of the office. S/he coordinates the overall secretarial functions of the office to best serve Central Valley School District staff and community.

ESSENTIAL JOB FUNCTIONS

Depending upon the individual assignment, the Assistant Superintendent/Director's Secretary may perform all or a combination of the following:

1. Exhibit confidentiality, initiative, creativity, self-motivation, and enthusiasm in performing job functions.
2. Respond to the public in a cordial, courteous manner; answer telephone; relay messages; schedule appointments; coordinate operations of the office of the Assistant Superintendent/Director.
3. Compose and word process accurately and neatly a variety of materials such as letters, memoranda, bulletins, requisitions, claims, reports, statistical data, evaluations, presentations, web documents, etc.
4. Maintain calendar and arrange appointments, meetings and travel as requested by the Assistant Superintendent/Director.
5. Prepare required federal/state and curriculum reports, program applications, grant applications, etc. as requested.
6. Provide secretarial support or assistance to other directors, coordinators, supervisors, committee chairs, or departments as assigned.
7. Organize, compose and word process manuals, newsletters, guides, forms, calendars, schedules, charts and graphs as requested.
8. Assist in preparation of materials for workshops and inservices.
9. Maintain and revise office files as required.
10. Perform related duties as required by the Assistant Superintendent/Director.

REPORTING RELATIONSHIPS

This position reports to the Assistant Superintendent/Director.

MENTAL DEMANDS

Experiences frequent interruptions; required to meet inflexible deadlines; requires concentration and attention to detail; may occasionally deal with distraught or difficult individuals. Ability to multi-task.

PHYSICAL DEMANDS

Required to sit for prolonged periods; exposed to visual display terminal for prolonged periods; dexterity and precision required in the operation of a computer and other technology equipment.

QUALIFICATIONS

1. Demonstrated skill in word processing and desktop publishing.
 2. Demonstrated skill in the operation of district standard computer hardware and software.
 3. Knowledge of and ability to use office machines; i.e. computer, scanner, collator, laminator, etc.
 4. Ability to compute mathematical and statistical data; basic knowledge of bookkeeping skills.
 5. Excellent skills in oral and written communication.
 6. Excellent organizational and filing skills.
 7. Excellent public relations skills.
 8. Demonstrated ability to multi-task and be flexible in the workplace.
 9. Willing to share with and assist other department staff when appropriate and when time allows.
 10. Demonstrated ability to work independently.
 11. Demonstrated skill in completing state and federal reporting requirements.
 12. Willing to learn PC and MacIntosh platforms.
 13. Willing to learn the operation of the Internet for research assignments, e-mail and other operations. May be responsible for updating a portion of the CVSD home page, highlighting technology, curriculum and secondary schools.
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UNIT AFFILIATION

PSE - Secretarial/Clerical

CONDITIONS

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

CLASSIFICATION HISTORY

Revised 06/88

Revised 07/01

Revised 05/03