

# **JOB DESCRIPTION Nogales Unified School District #1**

## **SECRETARY – SUPERINTENDENT/GOVERNING BOARD**

### **Purpose Statement:**

The job of SECRETARY - SUPERINTENDENT is done for the purpose/s of providing a wide variety of complex and confidential administrative and secretarial support to the Superintendent and Governing Board; communicating information on behalf of Superintendent to school and district staff, other districts, public agencies, etc.; ensuring compliance of Superintendent's office and Board activities with financial, legal and administrative requirements; and acting as liaison between the Superintendent and staff and the public to provide information, address a variety of issues and/or provide general support.

This job is distinguished from similar jobs by the following characteristics: Five years administrative secretarial experience, preferably in a school district setting.

This job reports to SUPERINTENDENT

### **Essential Functions**

Attends Board meetings for the purpose of recording the minutes in accordance with district policy.

Compiles data from a variety of sources (e.g. agenda items, payroll, budget, etc.) for the purpose of complying with financial, legal and/or administrative requirements.

Composes complex documents (e.g. executive summaries, correspondence, agendas, minutes, newsletters, event programs, handbooks, bulletins, reports, etc.) for the purpose of communicating information to school and district personnel, the public, etc.

Coordinates a variety of programs and/or activities (e.g. task assignments, meetings, site in-service day activities, workshops, travel and accommodations, etc.) for the purpose of ensuring availability of facilities and/or equipment and delivering services in conformance to established guidelines.

Develops And Prepares agendas and information packets related to meetings/functions for the purpose of ensuring the accurate and complete materials are presented to the Governing Board.

Evaluates situations (e.g. involving staff, students, parents, the public, etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.

Maintains documents, files and records for the purpose of providing up-to-date reference and audit trail for compliance.

Monitors assigned district activities and/or program components for the purpose of coordinating activities and ensuring compliance with established financial, legal and/or administrative requirements.

Prepares written materials (e.g. reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.

Researches a variety of information (e.g. current practices, policies, education codes, etc.) for the purpose of providing information, recommendations and/or addressing a variety of administrative requirements.

Responds to inquiries, including answering the telephone and/or telephone system for the purpose of resolving problems, providing information and/or referring to appropriate personnel.

Schedules a variety of activities (e.g. meetings, travel arrangements, staff coverage, facilities usage, etc.) for the purpose of assisting in meeting staff needs and efficient utilization of personnel, equipment and facilities.

Supports Superintendent and Board members for the purpose of providing assistance with their administrative functions.

### **Other Functions**

Assists other personnel for the purpose of supporting them in the completion of their work activities.

Audits a variety of programs and processes as assigned for the purpose of ensuring compliance with established policies, procedures and/or education codes.

Maintains inventories of supplies and materials for the purpose of ensuring items' availability.

Presents information on administrative procedures, services, regulations, etc. for the purpose of training and orienting other personnel and/or disseminating information to appropriate parties.

Processes documents and materials for the purpose of disseminating information to appropriate parties.

### **Job Requirements: Minimum Qualifications**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: analytical skills, interpersonal skills, operating standard office equipment, planning and managing projects, preparing and maintaining accurate records, quality customer service skills, using pertinent software applications (MS Word, Excel), verbal and written communication skills.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: administrative and secretarial experience (5 years),

concepts of grammar and punctuation, bilingual (english/spanish) helpful, business telephone etiquette computer operation/skills, excel software program office methods and procedures, pertinent codes, policies, regulations and/or laws, standard office software, working knowledge of school system

ABILITY is required to schedule a significant number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities, communicating with diverse groups, creating and maintaining climate of respect establishing effective relationships, maintaining confidentiality, setting priorities, meeting deadlines and schedules, working with detailed information/data, working with flexible work schedule -overtime may be required, working with frequent interruptions.

**Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; providing information and/or advising others; and tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to affect the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**Experience** Job related experience with increasing levels of responsibility is desired.

**Education** High School diploma or equivalent.

**Required Testing**

None specified

**Certificates & Licenses**

None Required

**Continuing Educ. / Training**

None Specified

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Non Exempt

**Salary Grade**

Classified 10

Job description available upon request

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