

EXECUTIVE SECRETARY

CLASS SUMMARY

Under administrative direction – coordinates communications for key administrative offices responsible for multiple College – wide and/or District – wide functions; provides office assistance in specialized operations; researches and compiles data and information, and drafts complex reports; maintains schedules requiring coordination with other offices; may lead, coordinate the work of, and train other office workers; and performs related duties and responsibilities as required and assigned.

REPRESENTATIVE DUTIES

Organizes and coordinates the flow of activities through the office in relation to priorities, schedules, and deadlines; coordinates communications flow by answering questions, obtaining and relaying information, analyzing mail, buffering interruptions, initiating calls and composing correspondence; drafts written materials from general instructions, prepares reports and agenda items for the Board of Trustees meetings, and for administrative controls; maintains official and confidential files and records. Monitors office budget and maintain appropriate fiscal records; makes appointments and coordinates administrator's calendar.

Compiles and checks data and information for a wide variety of specialized projects; obtains information for insurance, contracts, service contracts, and similar processes; compiles data for governmental reports.

Coordinates activities with other offices, elicits cooperation and may assist other desks; cooperates with faculty, staff, students and general public by explaining procedures and guidelines; leads, coordinates the work of clerical staff; may supervise and trains student workers; may attend committee meetings and record minutes; may participate on committees; applies judgment in handling questions or problems in absence of administrator.

ORGANIZATIONAL RELATIONSHIPS

Positions in this class report to administrators in offices having the broadest College/District – wide, line and staff responsibilities. These positions apply technical, legal and policy procedures regularly, work under schedules and pressures, and maintain smooth and efficient operating relationships among several activities, and other offices and staff.

Some coordination of communications among secretarial and clerical classes in the offices subordinate to the administrator-in-charge is also an expected responsibility for this class.

EXECUTIVE SECRETARY cont'd

DESIRABLE QUALIFICATION GUIDE

Training and Experience

Any combination of education and experience equivalent to one year of college level training in office management or a similar field; and five years of responsible office/secretarial experience, including one year of experience equivalent to Administrative Secretary in this District/College.

Knowledge and Abilities

Thorough Knowledge of: English grammar, spelling, filing, and arithmetic; modern office methods, procedures, terms and equipment; office management practices.

Good Knowledge of: principles and practices of training, supervision and coordination of office workers; principles of recordkeeping and data compilation; principles of public relations related to office operations.

Knowledge of: the State Education Code and District rules, regulations, and policies relating to the District's operation and administration.

Ability to: do a wide variety of difficult and complex office work involving independent judgement; adapt office procedures and details to changing needs and requirements; compile statistical data and information for reports; effectively meet the public in situations requiring tact, poise, and understanding; follow oral and written directions; read, understand, and apply and explain technical policies and materials; work cooperatively and effectively with instructors, administrators and public; organize an office involved in multiple programs; operate a variety of office equipment including personal computers and a variety of word processing/business applications.

Skills: Must complete keyboarding, proofreading, letter set up, secretarial and software skills evaluation. Screen committee will use results as one of the selection criteria.