

TITLE: DEPUTY SUPERINTENDENT'S SECRETARY

JOB GOAL: To assist the assigned Deputy Superintendent and management designees through planning, coordination and participation in support activities related to the assigned responsibilities of administration and the District. To complete the detail and written work and to coordinate other matters essential to the efficiency and effectiveness of the District and the Deputy Superintendent's office.

QUALIFICATIONS

Knowledge of:

1. Correct English usage, spelling, grammar, punctuation and math.
2. District standard technology software and systems.
3. District structure and elements of Governmental Code, including the Brown Act.
4. Current office functions and types of clerical operations performed in public schools.
5. District policies, rules and regulations.
6. Financial record keeping methods and practices.
7. Numerical, alphabetical and subject matter filing systems.
8. Organization and operation of a public-school district, administrative offices and public and staff relations.
9. Principles of proper letter composition, correspondence and report writing.
10. Principles of supervision and training of personnel.
11. Safety rules and regulations for this position.

Ability to:

1. Acquire technical and procedural information and terminology quickly.
2. Manage and coordinate calendars for management designees and others as needed.
3. Analyze situations and take appropriate action in a variety of procedural matters.
4. Answer telephone, take messages and/or provide information in a courteous manner.
5. Be a productive and active team member.
6. Be familiar with established goals and objectives of the department and work to ensure their fulfillment.
7. Communicate effectively and tactfully in both oral and written form.
8. Establish and maintain a variety of record keeping, reference and data collection systems.
9. Establish and maintain effective work relationships with those contacted in the performance of required duties.
10. Follow designated safety regulations associated with this position.
11. Handle all matters in a tactful, courteous and confidential manner so as to maintain and/or establish good public relations.
12. Interpret and apply District and departmental policies, rules and regulations.
13. Maintain the security and confidentiality of specified records and information.
14. Perform a variety of administrative and secretarial work at the Senior Cabinet level involving use of independent judgment, initiative and requiring accuracy and speed.
15. Present and maintain a pleasant appearance and demeanor.
16. Prioritize and coordinate workflow and timeliness for self and others.
17. Provide leadership and direction to other secretaries and/or clerks.
18. Type/keyboard accurately at a rate of 60 words per minute.
19. Work flexible hours as necessary.
20. Work successfully with diverse groups of people.

Job Description **Deputy Superintendent's Secretary**

Training and Experience:

1. Equivalent to the completion of the twelfth (12th) grade, supplemented by courses in office practices, computer programs, labor relations and/or employee supervision.
2. Three (3) years of executive-level office experience, preferably including experience in a school district or any combination of training and experience that could likely provide the desired knowledge and abilities.
3. A successful work history demonstrating dependability and reliability.

REPORTS TO: Deputy Superintendent or designee

ESSENTIAL FUNCTIONS

1. Administers and supervises all incoming communications, inquiries and questionnaires and ascertains appropriate action and response.
2. Administers District-wide high priority projects requiring a broad range of coordination skills and techniques.
3. Assists in the coordination and control of a myriad of operational and administrative activities generated from multiple sections, departments and sites.
4. Assists the assigned administrator and department supervisors by coordinating activities for a variety of committees and seminars. Gathers and produces material and information for a variety of meetings, conferences and seminars.
5. Compiles and types into appropriate format, Board of Education agenda items and documents. Administers the scheduling, preparation, assembling and accuracy of information required for Board Agendas.
6. Compiles reports, handbooks and special projects from a variety of sources.
7. Coordinates internal office operations and administrative support functions.
8. Establishes, monitors, administers, analyzes and evaluates internal and external communications. Independently composes correspondence on a wide range of subjects.
9. Evaluates communication priorities and sensitive issues, relays input to the Deputy Superintendent and responds to customers in an expeditious and responsible manner while ensuring the assigned administrator is kept informed. Communicates advice and instructions as an agent of the administrator.
10. Follows District policies and procedures.
11. Manages departmental budgets, bank statements and procedures for programs and projects with accuracy. Analyzes, projects and makes recommendations for the development of the assigned departmental budget.
12. Knows and understands the Mission and Core Values of the District.
13. Presents and maintains a pleasant appearance and demeanor.
14. Maintains special confidential files; assists as directed in employee negotiations and research projects and the preparation of special reports; organizes filing system; trains and supervises clerical staff in the District and coordinates operations; maintains meeting schedule and calendar of appointments for the Deputy Superintendent.
15. Formulates, administers and maintains security and confidentiality of records, reports and information.
16. Covers for the Executive Assistant to the Superintendent, Board and/or departmental secretaries in their absence.
17. Makes travel and conference arrangements as assigned.
18. Manages financial transactions, including abatements.

Job Description Deputy Superintendent's Secretary

ESSENTIAL FUNCTIONS (continued)

19. Organize and develop meetings to include, but not limited to, agendas, meeting notes, meeting invitations and participation.
20. Participates and leads District in-service training as required.
21. Participates in forums to make recommendations for staffing needs throughout the assigned department.
22. Receives and transcribes confidential communications; composes correspondence for the administrator; evaluates communication priorities and keeps the administrator informed; distributes mail, screens, identifies and refers matters to the administrator in order of pre-determined priorities. Assists in maintaining communications and rapport among the administrator's office, District staff and the public.
23. Relieves the administrator of technical and clerical administrative details; liaison between the County Office of Education, other District offices, staff and administrators; receives and handles telephone calls from schools, staff, parents, other agencies and the general public where judgment, knowledge and interpretation of policies and regulations are necessary.
24. Performs other related duties as assigned.

OTHER FUNCTIONS

1. Oversees the order of materials, supplies and equipment; maintenance of records of purchase orders, invoices and expenses to date; inventories and logs it upon arrival. Maintains, monitors and records expenditures.
2. Takes and transcribes dictation or uses dictation equipment for a wide variety of subjects, including information of a confidential and sensitive nature.

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend and walk.
5. Able to sit for sustained periods of time.
6. Able to climb slopes, stairs, steps, ramps and ladders.
7. Able to lift up to ten (10) pounds frequently and thirty (30) pounds occasionally.
8. Able to carry up to ten (10) pounds frequently and thirty (30) pounds occasionally.
9. Able to push and pull objects weighing up to thirty (30) pounds.
10. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
11. Able to exhibit full range of motion for shoulder abduction and adduction.
12. Able to exhibit full range of motion for elbow flexion and extension.
13. Able to exhibit full range of motion for shoulder extension and flexion.
14. Able to exhibit full range of motion for back lateral flexion.
15. Able to exhibit full range of motion for hip flexion and extension.
16. Able to exhibit full range of motion for knee flexion.
17. Able to demonstrate manual dexterity necessary to operate calculator, computer keyboard at the required speed and accuracy in a safe and effective manner.

Job Description Deputy Superintendent's Secretary

PHYSICAL ABILITIES (continued)

18. Able to operate a motor vehicle in a safe and effective manner.

SPECIAL REQUIREMENTS

1. The ability to read, write and/or speak a secondary language preferred.
2. Possession and maintenance of a valid and appropriate California Driver's License during the course of employment; have an acceptable driving record; and must be insurable at standard rates by District's insurance carrier and maintain such insurability during the course of employment.

TERMS OF EMPLOYMENT: Twelve-month work year
Confidential Status

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy on the Evaluation of Professional Personnel. The evaluation will be completed by the assigned Deputy Superintendent or designee.

Approved by: Board of Education Date: September 28, 2006
Revised: Date: March 14, 2019
Revised: Date: June 16, 2022

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT
IS A TOBACCO-FREE, DRUG-FREE
WORKPLACE AND AN EQUAL OPPORTUNITY EMPLOYER**

The District does not discriminate against employees or job applicants on the basis of gender, race, color, religious creed, national origin, ancestry, age of 40, marital status, physical or mental disability, or Vietnam Era veteran status. Equal opportunity shall be provided to all employees and applicants in every aspect of personnel policy and practice. The District does not discriminate against person with disabilities who, with reasonable accommodation, can perform the essential functions of the job in question.