

KERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: EXECUTIVE SECRETARY

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of highly responsible secretarial and administrative duties; provide information and assistance to the public.

REPRESENTATIVE DUTIES:

Participate and assist in the administration of the office; research, compile, analyze and summarize data for special projects and various comprehensive reports; prepare or direct the preparation of annual, quarterly and administrative reports; prepare minutes of meetings; supervise the ordering and storage of office supplies. *E*

Maintain appointment schedules and calendars for executive staff members and other office staff; schedule and arrange travel itineraries and reservations; coordinate activities with other departments, division chairs, the public and outside agencies. *E*

Serve as receptionist for assigned office; screen calls, visitors and mail; respond to sensitive requests for information and assistance; interpret district policies, rules and regulations in response to inquiries and complaints; resolve student concerns and complaints; refer inquiries as appropriate. *E*

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget items. *E*

Initiate and maintain a variety of files and records for information related to the office; maintain manuals and update resource materials. *E*

Type and assemble reports, manuals, newsletters and other materials and distribute to staff; attend, take, prepare and distribute minutes of board and committee meetings as directed. *E*

Assign, direct and review the work of staff involved in secretarial and clerical duties of the office; review work for accuracy. *E*

Type and proofread a wide variety of reports, letters, memoranda and statistical charts; type from rough draft, verbal instructions, transcribing machine recordings or dictation; independently compose correspondence related to assigned responsibilities. *E*

Exercise functional and technical direction over clerical staff.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic principles and practices of fiscal, statistical and administrative research and report preparation.
Correct English usage, spelling, grammar and punctuation.
Rules, regulations, policies and procedures of the community college system.
Modern office procedures, methods and equipment.
Public relations techniques.
Operation of a computer terminal and specified software such as word processing and spreadsheets.
Business letter writing and basic report preparation.
Record-keeping techniques.
Principles and practices of providing work direction and guidance.

ABILITY TO:

Interpret and apply office policies and procedures.
Work cooperatively with other departments, offices, instructors, students and outside agencies.
Perform responsible secretarial work involving the use of independent judgment and personal initiative.
Understand the organization and operation of the district and of outside agencies as necessary to assume assigned responsibilities.
Analyze situations carefully and adopt effective courses of action.
Research, compile, analyze, interpret and prepare a variety of fiscal, statistical and administrative reports.
Maintain confidential data and information for executive staff.
Independently prepare correspondence and memoranda.
Operate a variety of office equipment including a fax machine, copier and multi-line phone.
Provide work direction and guidance to assigned staff.
Operate a computer terminal and specified software such as word processing and spreadsheets.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by specialized secretarial or office training and four years of increasingly responsible secretarial experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

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| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent |
| 2. | Occasional = 25-50 percent | 4. | Very Frequent = 76 percent and above |
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| <u>4</u> | a. | Ability to work at a desk, conference table or in meetings of various configurations. |
| <u>1</u> | b. | Ability to stand for extended periods of time. |
| <u>4</u> | c. | Ability to sit for extended periods of time. |
| <u>4</u> | d. | Ability to see for purposes of reading printed matter. |
| <u>4</u> | e. | Ability to hear and understand speech at normal levels. |
| <u>4</u> | f. | Ability to communicate so others will be able to clearly understand a normal conversation. |
| <u>2</u> | g. | Ability to lift <u>10</u> lbs. |
| <u>2</u> | h. | Ability to carry <u>10</u> lbs. |
| <u>3</u> | i. | Ability to operate office equipment. |

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.