

CLASS SPECIFICATION
Board Secretary

FLSA Status: Nonexempt
EEOC Job Category: Office & Clerical
Union Representation: Unrepresented – Confidential

GENERAL PURPOSE

Under general direction, serves as administrative secretary to the Board of Trustees in the preparation of agenda and meeting minutes of the Board; handles complex, sensitive and confidential communication and correspondence with Board and Executive Committee members, requiring a high level of discretion, sound judgment and knowledge of District policies and procedures and related laws, rules and regulations; performs a wide variety of complex, sensitive and confidential administrative support functions to support the Superintendent/President and the Board; monitors and ensures Board compliance with applicable State laws and codes and District policies and procedures; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Board Secretary is responsible for providing specialized and highly detailed administrative and secretarial support to the Superintendent/President, the Board of Trustees and the Executive Committee. This support involves dealing with sensitive, confidential and complex issues of District-wide impact and regular interaction with Board members and top executives. The position requires a thorough knowledge of District policies and practices and related State laws, rules and regulations to ensure that Board of Trustees complies with all public notice, informational and other requirements and that Board records are accurate, complete and fully maintained.

Board Secretary is distinguished from Executive Assistant to Superintendent/President in that an incumbent in the latter class plans, coordinates and oversees a wide range of complex, diverse and confidential administrative functions and activities of the Office of the Superintendent to ensure a smoothly operating office in a highly sensitive and changing environment whereas the former primarily performs secretarial and administrative duties to support the conduct of Board meetings and provide formal recording, publication and distribution of Board actions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Serves as Board of Trustees' administrative secretary; plans, organizes and supervises the preparation of and requests items for, prepares, reviews, proofreads, edits, assembles posts and distributes board agenda, action items and packets for distribution and presentation to the Board; attends all Board of Trustees and Executive Committee regular and special action meetings; calls roll; takes notes; records actions and votes; takes, transcribes and distributes meeting minutes; follows up on action items;

prepares and compiles information for memorandums to the Board; acts as Superintendent/President's liaison to Board, as assigned.

2. Maintains and applies a detailed knowledge of District Board policies, administrative regulations and District and parliamentary procedures, legal parameters and District organizational structure; reviews updates of Board policies, bylaws and administrative procedures; provides routine to complex information to District executives, staff, Board members and others within areas of responsibility; monitors Board compliance with Open Meetings Acts, Fair Political Practices Act and other similar laws; researches, compiles and prepares specialized reports, correspondence and memoranda; maintains information related to the collective bargaining process.
3. Plans, organizes, coordinates and makes arrangements for Board meetings, Board retreats, special presentations and receptions; secures meeting locations and arranges setup, catering and refreshments; confirms set-up and working order of equipment; makes and confirms Board of Trustees' travel arrangements; reviews and submits related paperwork.
4. Performs secretarial and administrative support functions for Board of Trustees and Superintendent/President; composes, drafts and types correspondence, reports and other documents; creates forms, logs and other materials; sorts, opens, date stamps and routes Trustees' mail; initiates mail, e-mail and telephone communications with Trustees; screens requests for, coordinates, arranges and confirms Trustees' appointments and meetings related to Board of Trustees business; reviews and approves payroll and absence records for Executives and other assigned personnel; trains and provides work direction to other office support and clerical staff; monitors Board of Trustees' budget and petty cash funds; orders and maintains inventory of Board stationary, business cards and other general office supplies.
5. Acts for the Executive Assistant to Superintendent/President as required.

OTHER DUTIES

1. Performs special projects as assigned.

QUALIFICATIONS

Knowledge of:

1. Office administrative and management practices and procedures.
2. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
3. District organization, rules, policies, administrative regulations, procedures and provisions of the Education Code applicable to areas of assigned responsibility.
4. The role and responsibilities of a public governing board and applicable state law, code and regulations governing the conduct of public meetings and maintenance of public records.

5. Basic principles and practices of public administration, including purchasing and maintenance of public records.
6. Advanced uses of word processing, spreadsheet, database and other standard software to create complex documents and materials requiring the interpretation and manipulation of data.
7. Research techniques, methods and procedures.

Ability to:

1. Plan, organize and carry out the administrative and secretarial functions of the Superintendent's and Board of Trustees' Office in a sensitive and highly visible political and organizational environment requiring management of multiple and changing priorities.
2. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
3. Interpret, apply, explain and reach sound decisions in accordance with laws, regulations, rules and policies.
4. Type accurately at a net speed of 50 wpm.
5. Operate a computer and word processing software and other standard office equipment.
6. Manage multiple and rapidly changing priorities.
7. Organize, research and maintain complex and confidential office files.
8. Compose correspondence, prepare documents and make arrangements from brief instructions.
9. Communicate clearly and effectively, both orally and in writing.
10. Prepare clear, accurate and concise records and reports.
11. Maintain highly sensitive and confidential information.
12. Use a high degree of tact, discretion and diplomacy in dealing with sensitive situations and concerned and/or upset groups and individuals.
13. Establish and maintain highly effective working relationships with District executives, Board members, staff, faculty, community leaders, students and others encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; an Associate's degree; and at least seven years of increasingly responsible office administrative or secretarial experience; or an equivalent combination of training and experience. College-level coursework in public administration, business management or communications is highly desirable.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand; and lift up to 10 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with District executives, Board members, staff, faculty, community leaders, students and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee works under typical office conditions, and the noise level is usually quiet.