

EXECUTIVE SECRETARY TO THE BOARD OF TRUSTEES

DEFINITION

Performs a variety of specialized, complex, and confidential administrative assistance and secretarial duties for the members of the Board of Trustees and manages the clerical functions of the Board of Trustees Office.

TYPICAL DUTIES

Performs complex and diverse administrative assistance duties for members of the Board of Trustees and manages the secretarial and clerical functions of the Board of Trustees Office.

Plans, organizes, trains, supervises, and evaluates the work of the secretarial and clerical support staff of the Board of Trustees Office.

Establishes and maintains clerical processes and procedures in the Board of Trustees Office.

Posts official notices of meetings in accordance with applicable laws and regulations.

Distributes public documents such as meeting agenda, speakers' lists, and meeting minutes to District staff and other interested parties.

Assembles meeting materials for members of the Board of Trustees.

Provides members of the Board of Trustees with information on rules, regulations, parliamentary procedures, and customs regarding the conduct of Board of Trustees and committee meetings.

Attends meetings of the Board of Trustees.

Prepares or edits prepared minutes for regular and special meetings of the Board of Trustees and its committees and oversees their posting/distribution.

Implements and maintains a system of filing and indexing for official records and actions of the Board of Trustees.

Prepares and edits resolutions, and official correspondence by members of the Board of Trustees using a variety of software applications.

Obtains, compiles, and organizes information requested by members of the Board of Trustees on a wide variety of District matters.

Schedules appointments, meetings, and other commitments for individual members of the Board of Trustees.

Informs members of the Board of Trustees of important matters arising in their absence and directs their attention to significant correspondence or matters requiring their attention.

Screens telephone calls and visitors to the Board of Trustees Office for urgency and nature of business; refers calls and visitors to appropriate staff/offices or personally responds to routine inquiries.

Receives office mail and reviews items for nature of business and urgency; directs items to members of the Board of Trustees and/or appropriate staff or personally responds to routine matters.

Drafts and/or edits correspondence such as letters, memoranda, personal acknowledgements, routine reports, and other materials based on verbal instructions or upon own initiative using word processing, spreadsheet, and desktop publishing software.

TYPICAL DUTIES (Cont.)

- Reviews outgoing correspondence, reports, and publications for grammar, sentence structure, format, attachments, continuity of text, and compliance with applicable laws, rules, and procedures.
- Maintains business files for individual members of the Board of Trustees.
- Explains and provides information regarding Board of Trustees rules, Board of Trustees actions, regulations, policies, procedures, and precedents to staff, representatives of other jurisdictions, and the public.
- Contacts public agencies, public officials, and members of the public on behalf of the members of the Board of Trustees.
- Contacts State administrative and legislative offices to obtain status information on pending bills and actions of interest to members of the Board of Trustees.
- Submits a statement of Board of Trustees appointment(s) to the Secretary of State when new appointments are made.
- Acts as a liaison between District staff and members of the Board of Trustees on matters such as the status of Board of Trustees inquiries, the scheduling of meetings, and the coordination of staff/Board of Trustees activities.
- Assists in orienting new members of the Board of Trustees by providing information on Board meetings and the business practices, procedures, and activities of the Board of Trustees Office.
- Prepares and processes accounting, budgeting, and purchasing documents related to operations and activities of the Board of Trustees Office.
- Assists in the training and provides guidance to the student member of the Board of Trustees in the protocol of Board of Trustees membership and basic business practices and procedures.
- Maintains the time-keeping records of the members of the Board of Trustees.
- Makes transportation, hotel, business and social arrangements for members of the Board of Trustees traveling on District business and prepares and processes expense reimbursement claims for members of the Board of Trustees.
- Processes room requests for the Board and Hearing rooms and provides assistance to the attendees on an as needed basis.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An **Executive Secretary to the Board of Trustees** performs specialized and complex administrative assistance and secretarial duties of a highly responsible, confidential, and sensitive nature for members of the Board of Trustees and manages the day-to-day clerical operations of the Board of Trustees Office.

An **Executive Secretary to the Chancellor** performs administrative assistance duties of the highest level of responsibility, confidentiality, and sensitivity for the Chancellor and manages the clerical operations of the Chancellor's Office.

An **Assistant Secretary to the Board of Trustees** assists in providing administrative assistance duties to members of the Board of Trustees. This class has primary responsibility for recording and transcribing the proceedings of the Board of Trustees and other meetings as well as summarizing and assembling pertinent information and materials for Board of Trustees meetings.

SUPERVISION

General supervision is received from the Deputy Chancellor. Functional supervision is received from the President of the Board of Trustees. General supervision is exercised over secretarial and clerical staff assigned to the Board Office.

CLASS QUALIFICATIONS

Knowledge of:

- Principles and practices of office management
- Proper English usage, spelling, grammar, and punctuation
- English and business composition
- Business vocabulary and terminology
- Computer software such as word processing, spreadsheet, database management, and desktop publishing
- Principles and procedures of record storage, control, retrieval and management
- Principles of supervision and training
- Fundamentals of budgetary process and procedures
- Customer service techniques for public contact in person and on the telephone
- Organizational structure, functions, and key staff of the District
- Laws, policies, rules, regulations, and procedures related to Board of Trustees activities
- Objectives, priorities, and goals of members of the Board of Trustees

Skill in:

- Operating computer and standard office equipment
- Interpersonal communications

Ability to:

- Plan, manage, and perform the administrative support and secretarial work of the Board of Trustees Office
- Understand, interpret, and apply pertinent laws, regulations, rules, policies, procedures, and directions
- Coordinate and complete work assignments from multiple members of the Board of Trustees simultaneously
- Supervise, assign, and review the work of others
- Apply correct clerical, secretarial, business, and District procedures to assigned work
- Compose, edit, and/or format complex business correspondence, and reports
- Communicate the content, intent, and spirit of information accurately
- Critically review source data and detect and correct errors
- Exercise good judgment and discretion in working with and on behalf of members of the Board of Trustees
- Exercise initiative
- Maintain the confidentiality of work

Ability to: (Cont.)

- Evaluate work methods and efficiency
- Anticipate conditions and establish and adjust to changing priorities
- Work effectively under pressure
- Organize work to meet recurring and critical deadlines
- Establish and maintain cooperative and effective working relationships with administrators, staff of the District, and members of the public
- Learn specialized software applications and systems used in the Board of Trustees Office

ENTRANCE QUALIFICATIONS

Education and Experience:

- A. An associate's degree or its equivalent from a recognized college or university with a major in computer applications and office technologies (CAOT) or a related field **AND** three years of full-time paid experience providing secretarial or administrative assistance to an executive or administrator.

OR

- B. Graduation from high school or its equivalent **AND** five years of full-time paid experience providing secretarial or administrative assistance to an executive or administrator.

Special:

- Must type 40 words per minute using a computer keyboard.
- A valid "Class C" California driver's license
- Access to an automobile