PROGRAM SECRETARY

DEFINITION
Under general supervision, performs highly responsible secretarial and administrative assistant duties to relieve the supervisor of a variety of office and administrative duties by planning, organizing, supervising and participating in assigned office operations; and to do related work as required.

EXAMPLES OF DUTIES
Type various letters, forms, reports, contracts, packets, statistical memoranda, bulletins, newsletters, notices, vouchers, lists and other materials as directed; prepare, format, edit, proofread and revise written materials. Input a wide variety of data into an assigned computer system; maintain automated files and records; create queries and generate a variety of computerized lists and reports; assure timely distribution and receipt of a variety of records and reports. May take minutes, both formal and informal, at various meetings. Assist in the preparation of program budget including monitoring of expenditures; initiate appropriate budget documents including budget transfer or revision requests; keep abreast of county office accounting and auditing requirements; Attend to administrative detail on special matters as assigned; perform varied duties related to administrators’ area of responsibility and assigned programs.

Communication/Customer Service/Document Preparation
Maintain an effective communication link between department and those contacted during the normal course of duties; initiate, receive, and route phone calls; prepare confirming letters or memoranda as necessary; assist and advise customers; research customer inquiries; mail and/or fax materials requested to customers; direct customers to appropriate person or department as needed; interpret and explain program policies and procedures to the public, parents, students or other staff; provide information and answer questions where judgment, knowledge or interpretation of policies, procedures, regulations, and laws are necessary, exercise discretion in public contacts.

Coordination/Administrative Support
Responsible for scheduling and maintaining calendar, appointments and meetings for administrator/staff, and keep accurate records of department activities; coordinate and organize conferences, workshops, in-services or meetings including coordinating all calendars, arranging for rooms, setup, and refreshments, procuring and arranging for delivery of equipment and materials needed, coordinating registration, preparing and providing invitations, flyers, etc.; coordinate travel arrangements for staff; operate standard office equipment and independently perform various assignments for department; prepare agendas, minutes and other related materials.

MINIMUM QUALIFICATIONS

Education and Experience
Any combination of education, training, and/or experience which demonstrates ability to perform the duties as described including extensive satisfactory experience at the executive secretarial level, preferably in a public education environment.
Knowledge, Skills and Abilities

Written communication skills to prepare clear, concise, grammatically correct (including punctuation and spelling), letters, memos, minutes, and other written documents, oral communication skills to communicate effectively with county office personnel, school administrative staff, outside district agencies, the public demonstrating tact, and diplomacy; organizational skills to set priorities, define tasks, schedule and coordinate activities, and functions, develop procedures and complete assignments; decision making skills to exercise independent thinking and good judgment; mathematical computational skills; ability to operate a variety of office equipment including computer, fax, machine, calculator and copier, reading comprehension skills to interpret policies, administrative regulations and legislation, and accurately explain to others; record keeping skills to establish and maintain effective file systems; research skills to identify and collect appropriate data; interpersonal skills to establish and maintain cooperative relationship with those contacted in the course of work assignments.

Physical Ability

Requires sufficient hand/eye coordination and manual dexterity to use keyboard at a basic rate (45 wpm); sufficient visual acuity to recognize words, letters and numbers; speech and hearing ability to carry on conversations in person and over the phone. Ability to reach and pull materials from files and shelves. Ability to lift light objects (less than 20 lbs.) on an intermittent basis. May be required to lift heavy objects (up to 30 lbs.) on an intermittent basis.

Licenses and Certificates

Valid California Driver’s License

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02/27/07