

DESERT SANDS UNIFIED SCHOOL DISTRICT
Office of Classified Personnel Services

Classification:	EXECUTIVE SPECIALIST	Salary Range:	49
Employment Category:	Confidential	FLSA Designation:	Exempt

Job Summary:

Under direction, performs integral executive level duties and administrative assistance in support of the main district office, providing direction to multiple programs with District wide implication, ensuring the confidentiality of all materials and information.

Essential Job Functions:

- **Assists** administration, Board of Education, district employees and the general public for the purpose of disseminating information on schools, programs, services and employment positions within the district.
- **Attends** a variety of meetings (e.g. Board of Education, task forces, committees, conferences, workshops, etc.) for the purpose of taking minutes, conveying and/or gathering information or obtaining training as required to perform functions.
- **Communicates** with Board of Education, executive level management, other district personnel, the community and media regarding activities, schedules, discrepancies and requests for the purpose of providing specialized and technical information concerning established policies, procedures and guidelines.
- **Evaluates** situations involving staff, parents, the public, etc. for the purpose of taking action and/or directing appropriate personnel.
- **Initiates** and composes documents independently (e.g. minutes, agendas, correspondence, reports, legal documents, etc.) for the purpose of communicating information to the Board of Education, school and district personnel and the public.
- **Maintains** files and records (e.g. confidential personnel files, employee records, department/Board of Education budgets, etc.) for the purpose of ensuring accuracy and availability of required information; and, complying with all federal/state/county regulations.
- **Maintains** contacts on behalf of the administrator and the Board of Education with outside groups, special organizations, general public, etc. for the purpose of conveying and/or gathering information to ensure the efficient operation of the department.
- **Organizes** district-wide and office activities, communications and information for the purpose of ensuring the efficient and effective operation of the office, and information dissemination between the Board of Education, administrators and staff, the public and other district personnel.
- **Organizes** and executes training and development programs, chairs committees and monitors processes for the purpose of educating the administration on policies and procedures required to operate a school district, and accomplishing activities, goals and objectives.
- **Performs** special projects; and, prepares a variety of complex forms and reports on behalf of the Board of Education and the District for the purpose of independently providing relief in support of tasks performed by administrator, ensuring attention to detail in their completion.
- **Prepares**, maintains and monitors assigned activities and/or program components (e.g. department/Board of Education budgets and financial data, education code, federal funds, program grants, special projects, critical timelines, etc.) for the purpose of ensuring compliance with financial, legal and/or administrative requirements and ensuring timely and efficient ordering and maintenance of department supplies and forms.
- **Provides** guidance, direction and indirect supervision to support staff as assigned; participates in the selection of new staff and provides input for employee evaluations for the purpose of maximizing the efficiency of the workforce and meeting operational requirements.
- **Responds** independently to inquiries of the Board of Education, administrators, other staff and the general public, etc. for the purpose of providing information and/or direction.
- **Researches** and reviews regulations independently (e.g. Education Code, Board policies, legal documents, etc.) for the purpose of verifying accuracy of data and ensuring compliance with established policies and procedures.
- **Schedules** and coordinates conferences, appointments, meetings, travel, etc. for the purpose of meeting District goals, improving instructional programs and operational system or maximizing efficiency of the workforce.

Other Job Functions:

- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- **Handles** and reconciles funds (e.g. petty cash, abatements, etc.) for the purpose of recording and reconciling expenses; and ensuring compliance with district financial and legal requirements.

Essential Job Requirements - Qualifications:

- **Skills, Knowledge and/or Abilities Required:** Skill to operate standard office equipment including use of basic computer applications, use English in both written and verbal form, use correct spelling, grammar and punctuation. Ability to perform standard bookkeeping and accounting procedures. Knowledge of computer hardware and software and applicable software applications. Ability to communicate with individuals of varied cultural and educational backgrounds, communicate in oral and written form. Ability to plan and manage projects, make administrative decisions and provide guidance and direction to personnel.
- **Physical Requirements:** Employees in this classification stand, walk, sit use fingers repetitively, use wrists or hands repetitively in a twisting motion or while applying pressure, use both hands simultaneously, have rapid mental/muscular coordination, lift moderately heavy objects; good speaking and hearing abilities; bending at the waist, kneeling and crouching; reaching overhead, above the shoulders and horizontally; stooping; ascending and descending stairs; sitting for long periods at a desk and in front of a computer; have the ability to occasionally lift up to 52 pounds, frequently lift up to 5 plus pounds and constantly lift a minimum of 5 pounds; have the capability to push 30 pounds maximum force and possess the capability to pull 30 pounds maximum force. Persons with certain disabilities may be capable of performing the duties of the classification. Such determination must be made on an individual basis by the District's medical examiner, taking into consideration the nature of the disability, prosthetic aid and the duties of this position.
- **Work Environment:** Employees in this classification work inside with exposure to minor contagious illnesses (colds, flu, etc.) in direct contact with the public and other District staff, without direct guidance from supervisor, with a high volume of work and tight deadlines, continuous changing priorities and interruptions. May require exposure to extreme weather conditions for moderate periods of time. Fumes and Odors (Copier chemicals, etc.; Dust and paper dust).

Classification: EXECUTIVE SPECIALIST
Employment Category: Confidential

Salary Range: 46
FLSA Designation: Exempt

- **Education and Training Required:** Associate of Arts degree or equivalent in secretarial science, office management, business management or related field and five (5) years of increasingly responsible secretarial experience, including two (2) years in an administrative support capacity; OR, seven (7) years of increasingly responsible secretarial experience, including two (2) years in an administrative support capacity.
- **Licenses, Certifications and Testing Required:**
 - Fingerprint/criminal justice clearance.
 - Tuberculosis clearance.
 - Structured testing process to establish eligibility list; to include preparation of complex meeting minutes.
 - Typing examination at 65 net words per minute from clear copy.

Personnel Commission: 03/31/98
Salary Modification: 07/01/00
Personnel Commission: 12/15/05