

**PERSONNEL COMMISSION
Manhattan Beach Unified School District
325 S. Peck Avenue
Manhattan Beach, CA 90266**

Notice of Public Meeting
May 24, 2016
9:00 a.m.
1st floor conference room
District Office

SPECIAL MEETING AGENDA

I. CALL TO ORDER

- A. Approval of Minutes
 - 1. May 12, 2016

II. WRITTEN AND ORAL COMMUNICATION

- A. Commissioners
- B. Administration
- C. Employees
- D. Citizens

III. ACTION ITEMS

- A. Approval of revised/updated Job Descriptions:
 - 1. Executive Assistant to the Superintendent – *Original and Draft*
 - 2. Administrative Secretary – Confidential – *Original and Draft*

IV. MEETING SCHEDULE

- A. Next regularly scheduled meeting Tuesday, June 7, 2016, 8:30am at District Office, first floor conference room.

V. ADJOURNMENT

REASONABLE ACCOMMODATION FOR ANY INDIVIDUAL WITH A DISABILITY

Any individual with a disability who requires accommodation to participate in a Personnel Commission meeting may request assistance by contacting, Carolyn Seaton, Executive Director of Human Resources, 325 S. Peck Ave. Manhattan Beach, CA 90266, Phone (310) 318-7345, Ext. 5915 OR Fax (310) 303-3824

Manhattan Beach Unified School District
PERSONNEL COMMISSION MINUTES

May 12, 2016

The meeting was called to order at 9:07a.m.

Attendees:

Commissioners: Cynthia Strand, Charles Southey, and Vida Holguin

Absent: None

District Staff: Patti Jaffe, Interim Executive Director, Human Resources
Dawnalyn Murakawa- Leopard, Assistant Superintendent
of Administrative Services and, and Monica Ford, HR
Technician

CSEA Representatives: None present

Employees: None present

I. CALL TO ORDER

1. Approval of Minutes-May 3, 2016

Ms. Strand motioned to approved, seconded by Mr. Southey and unanimously approved by the Commissioners.

II. WRITTEN AND ORAL COMMUNICATION

- A. Commissioners: None
- B. Administration: None
- C. Employees: None Present
- D. Citizens: None Present
- E. Adjourn Personnel Commission Meeting and open Public Hearing: Adjourned
Personnel Commission Meeting and opened Public Hearing at 9:08am.

III. PUBLIC HEARING

- A. Presentation of Personnel Commission Budget for 2016-2017
- B. Commission Discussion of Budget: Dawnalyn Murakawa-Leopard informed the Commissioners the budget operating expenses for 16-17 were taken out and the District also only included the amounts related to classified staff under Classified Salaries.
- C. Public Input: None
- D. Adjourn Public Hearing and Reopen Personnel Commission Meeting: Adjourned
Public Hearing and Reopened Personnel Commission Meeting at 9:12am.

IV. ACTION ITEMS

- A. Adopt Personnel Commission Budget for 2016-2017:
 - 1. Ms. Holguin motioned to approve, seconded by Ms. Strand and unanimously approved by the Commissioners.
- B. Approve reclassification of (one) Clerical Assistant position to Office Specialist
 - 1. Ms. Strand motioned to ratify, seconded by Mr. Southey and unanimously approved by the Commissioners.

V. MEETING SCHEDULE

Next regular meeting is scheduled for Tuesday, June 7, 2016, 8:30am.

VI. ADJOURNMENT-The meeting was adjourned at 9:15am.

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

EXECUTIVE ASSISTANT TO THE SUPERINTENDENT

DEFINITION

Under general direction, to perform responsible administrative staff work and executive secretarial duties for the Superintendent and Board; to plan and organize office activities and work flow and coordinate communication for the office of the Superintendent; to apply knowledge of District policies, rules, regulations, procedures, programs, and organization to specific situations and issues; and to do other related work as directed.

ORIGINAL

CLASS CHARACTERISTICS

Positions in this class are designed confidential under the provisions of the Educational Employee Relations Act (EERA). A "confidential employee," as defined by the EERA, includes those who, in the regular course of their duties, have "access to, or possess information relating to," employer-employee relations, including labor negotiations and grievances. Incumbents are assigned to participate in the employer's labor relations activities by compiling data, taking notes of meetings and performing administrative support work which requires access to employer's position on labor relations matters. Incumbents are required to maintain the strict confidentiality of information related to the district's employer/employee relations' activities.

EXAMPLE OF DUTIES*

The tasks listed in this section are representative of duties assigned to positions in this class. This list is not intended to be an exhaustive list of all of the tasks assigned to positions in the class, and it is not expected that all of the tasks listed are necessarily assigned to all positions in the class.

- Organize and manage the office of the Superintendent and Board of Trustees, assuring efficiency and quality of the office operations; coordinate communications; relieve the Superintendent of administrative detail. Plan, organize, develop, implement and improve processes to complete assigned projects and on-going operations of the office. E
- Review Board agenda items submitted by division offices and schools for accuracy, completeness, and conformity; meet with the Superintendent and Board President to plan the Board agenda; prepare Board agenda for regular and special meetings; prepare and assemble Board reports; review Board reports submitted by staff for accuracy and conformity with standards; communicate with staff to obtain Board materials and to arrange for accuracy and conformity with standards; communicate with staff to obtain Board materials and to arrange for corrections; assemble and review final Board agendas and reports for completeness; direct the duplication and distribution of Board materials. E
- Set up Board Room for meetings; arrange for food and refreshments for meetings.
- Take and transcribe dictation (notes or keyboard) of letters, reports, bulletins, and memoranda, including material of a confidential nature. Compose and keyboard from notes, rough drafts, verbal instruction, and machine transcription, minutes of meetings, letters, reports, bulletins, and memoranda, including material of a confidential nature. E
- Assign, schedule, monitor, train, check, correct, and supervise the work of assigned staff; participate in the selection of staff; make oral and written directives; prepare periodic and special performance reviews; counsel staff regarding performance; recommend recognition and discipline; enforce, apply policies and regulatory requirements controlling the work of the office. E

- Monitor budget; prepare and maintain an up-to-date log of budget expenditures and account balances for the assigned programs; initiate purchase order requisitions. E
- Collect statistical data and backup material and consolidate preparation of statistical, financial, and administrative reports; complete survey forms. E
- Interview callers in person and on the telephone. Receive complex and technical verbal messages and reports from attorneys, consultants, auditors, and others to be provided to the Superintendent in written summary or orally. Serve as a liaison between the Superintendent and members of the Board, governmental officials, attorneys, media, staff, and others. Determine the urgency and priority of messages and requests for meetings and telephone contact with the Superintendent. Maintain calendar of the Superintendent, use initiative and discretion in scheduling and rearranging appointments and establishing complex meeting and appointment schedules requiring contacts within and outside the District, and in resolving varied conflicts. Screen and refer callers to other individuals, as appropriate. E
- Plan and coordinate with other departments, schools and outside organizations special meetings and events for the Superintendent and Board members. Make conference registration, travel, and hotel arrangements for the Superintendent, Board members, and others, as assigned. E
- Provide information to Board members, administrators, other employees, students, parents and the public as necessary; explain State and Federal laws and guidelines, policies, programs, rules, and procedures. Distribute forms and regulations, and serve as filing officer for Economic Disclosure forms. Advise on and monitor compliance with Brown Act. E
- Maintain an understanding of the programs and functions of the Superintendent's office and their relation to the District operations. Participate in meetings related to assigned projects and functions and attend meetings on behalf of the Superintendent. E
- Maintain complex and confidential files and records, such as records of Board meetings and actions. Maintain a variety of confidential, privileged, and sensitive information, files, and records. E
- Originate and independently prepare material for distribution and/or the approval of the Superintendent, such as correspondence, Board reports, minutes of meetings, Board agenda items, resolutions, and annual meeting calendars. E
- Open, sort, and route mail.
- Order, receive, inventory, store, and distribute office supplies and forms.
- Operate a variety of office machines and equipment, such as computer terminal, microcomputer, printer, electronic typewriter, FAX, and photocopier. E
- Organize and compile reports which require use of independent judgement. E
- Enter information to microcomputer terminal using advanced functions of word processing, graphics, desktop publishing and spreadsheet software; interpret data processing information; may develop macros and automated systems for information handling. E
- Perform related work as assigned. E

ORIGINAL

* **Tasks statements coded with the letter "E" are essential elements of positions in this class pursuant to the Americans with Disabilities Act, 1990.**

QUALIFICATIONS

<p>Knowledge of:</p> <ul style="list-style-type: none"> • Basic principles and practices of administration, supervision, and training; • School district organization, operations, policies, and objectives; 	<p>Ability to:</p> <ul style="list-style-type: none"> • Plan, organize, and schedule the flow of work through and within an executive office to meet established standards of quality and recurring deadlines;
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Knowledge of: (cont.)

- Applicable sections of the State Education Codes and other applicable laws;
- Modern office practices, procedures, and equipment;
- Advanced telephone techniques and customer relations principles and practices;
- Advanced records management practices;
- Budget administration;
- Correct English usage, grammar, spelling, punctuation, and vocabulary at an advanced level;
- Business mathematics;
- Advanced computer remote terminal and microcomputer operations.

Ability to:

- Collect statistical data and backup material for agenda items;
- Take official minutes of public meetings of elected officials, management meetings and business conferences;
- Organize complex material and summarize in report form for discussion and/or action;
- Train, schedule and supervise clerical and secretarial assistants as assigned;
- Work with a high level of independence of action, exercising good judgement in recognizing scope of authority;
- Keyboard at 65 words per minute net from clear copy;
- Analyze problems accurately and adopt and effective course of action;
- Take dictation (shorthand or keyboard) at 90 words per minute and transcribe accurately;
- Compose independently or from oral instructions, letters memos, bulletins, or other material;
- Operate CRT, microcomputer and ancillary equipment in the application of a variety of advanced software packages;
- Read and follow rules, regulations, policies and procedures;
- Operate various office machines such as electronic typewriter, adding machine, calculator and copy machines;
- Make arrangements for meetings, workshops, and conferences;
- Maintain complex record keeping systems and prepare reports;
- Maintain in a variety of filing systems;
- Make arithmetic calculations with accuracy;
- Work confidentially with discretion;
- Communicate effectively both orally and in writing;
- Type from transcribing equipment;
- Understand and carry out oral and written instructions;
- Establish and maintain an effective working relationship with those contacted in the course of work.

TRAINING AND EXPERIENCE

Any combination of training, education and experience which demonstrates possession of the knowledges and abilities stated above, and the ability to perform the duties of the position. A typical qualifying entrance background is responsible administrative secretarial experience involving extensive use of office automation at an advanced level and the independent performance of routine administrative staff work and completion of an Associate of Arts degree or certificate in business administration, secretarial science, or a field related to the duties of the position, or experience at or equivalent to the level of Administrative Secretary in the Manhattan Beach Unified School District from which the candidate has gained the skills, knowledges, and abilities stated above.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT

The Physical Abilities and Other Conditions of Continued Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment and Associated Tasks which may be required of positions in this class. Manhattan Beach Unified School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.

ORIGINAL

PHYSICAL DEMANDS	ASSOCIATED TASKS
Vision: (which may be corrected) Read normal print View a computer screen for prolonged periods	To perform tasks such as to: Read and prepare correspondence and reports Perform data entry and compose correspondence; take minutes of meetings
Hearing: (which may be corrected) Understand speech over a telephone Understand speech during public meetings	To perform tasks such as to: Answer telephones, take messages, and schedule meetings Take minutes of meetings
Speech: Speak with a level of proficiency and volume to be understood over a telephone Speak with a level of proficiency and volume to be understood	To perform tasks such as to: Answer telephones, take messages, and schedule meetings Communicate with staff, sites, public, and media
Upper Body Mobility: Use hands and fingers to feel, grasp, and manipulate small objects, manipulate fingers, twist and bend hands at wrist and elbow	To perform tasks such as to: Perform data entry; take shorthand

<p>Upper Body Mobility: (cont.)</p> <p>Extend arms to reach outward and upward</p> <p>Use hands and arms to lift objects</p> <p>Turn, raise, and lower head</p>	<p>To perform tasks such as to:</p> <p>Reach for reference materials</p> <p>File and retrieve records</p> <p>Look from computer screen to desk top; identify speakers during meetings</p>
<p>Lower Body Mobility:</p> <p>Sit for prolonged periods of 2 hours</p>	<p>To perform tasks such as to:</p> <p>Compose correspondence and perform data entry; take minutes of meetings; attend meetings</p>
<p>Strength:</p> <p>To lift, push, pull, and/or carry objects which weigh as much as 15 pounds on a frequent basis and 25 pounds on an occasional basis</p>	<p>To perform tasks such as to:</p> <p>Pick up reference books, binders, and reports; carry materials to meeting centers and set-up for meetings</p>
<p>Environmental Requirements:</p> <p>Constant work interruptions</p> <p>Work independently</p> <p>Work cooperatively with others</p> <p>Work inside</p>	<p>To perform tasks such as to:</p> <p>Respond to telephone calls and answer questions from vendors, staff, and public</p> <p>Perform all duties with limited supervision</p> <p>Coordinate meetings and resolve problems</p> <p>Perform all duties in an office setting</p>
<p>Mental Requirements:</p> <p>Read, write, understand, and apply moderately complex information</p> <p>Math skills at a high school level</p> <p>Comparing</p> <p>Compiling</p> <p>Coordinating</p> <p>Judgment</p>	<p>To perform tasks such as to:</p> <p>Prepare Board agenda and reports; read and understand Economic Disclosure regulations; read and understand legal requirements such as the Brown Act</p> <p>Prepare budget and expense reports; maintain time and absence records</p> <p>Review agenda items and reports for accuracy and conformity with form and standards</p> <p>Gather data and prepare reports; compile Board agenda</p> <p>Schedule meetings, reserve facilities; obtain Board materials in accordance with deadlines for distribution</p>

ORIGINAL

Mental Requirements: (cont.)	To perform tasks such as to:
Learn quickly and follow written/verbal procedures and standards	Perform duties without constant monitoring
Decision-making	Prepare itinerary and keep master calendar; determine the urgency of requests made to the Superintendent and Board members and decide whether to interrupt meetings and conferences
Place information in order of importance	Accomplish duties in a timely and organized manner
Listen	Understand concerns of staff, public, and Board members
Demonstrate	Explain office procedures
Write/compose at a moderate level	Compile reports and correspondence

ORIGINAL

Revised: October 1995

Personnel Commission approved: 8/4/97

Board adopted: 8/20/97



EXECUTIVE ASSISTANT TO THE SUPERINTENDENT

Department/Division:	Superintendent
Reports To:	Superintendent
Provides Direction To:	NA
FLSA Exemption Status:	Exempt
Date Prepared:	May 12, 2016
Date Adopted by Board:	
Salary Range:	Confidential

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

DEFINITION

DRAFT

Under general direction, to perform responsible administrative staff work and executive secretarial duties for the Superintendent and Board; to plan and organize office activities and work flow and coordinate communication for the office of the Superintendent; to apply knowledge of District policies, rules, regulations, procedures, programs, and organization to specific situations and issues; **to work with the Superintendent and the Board to plan, develop, publish, and post all Board agendas, attend all board meetings, and provide minutes for Board meetings; work directly with the Superintendent to plan, organize, control, and direct a highly visible and proactive program of public relations and communications extending to the District's employee, parents and community; create and review all venues of media to inform all public entities on all matters as directed; and to do other related work as directed. perform other duties as assigned.**

CLASS DISTINGUISHING CHARACTERISTICS

Positions in this class are designed confidential under the provisions of the Educational Employee Relations Act (EERA). *A "confidential employee," as defined by the EERA, includes those who, in the regular course of their duties, have "access to, or possess information relating to," employer-employee relations, including labor negotiations and grievances.* Incumbents are assigned to participate in the employer's labor relations activities by compiling data, taking notes of meetings and performing administrative support work which requires access to employer's position on labor relations matters. Incumbents are required to maintain the strict confidentiality of information related to the district's employer/employee relations' activities.

EXAMPLE OF DUTIES*

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties tasks 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 the class. in this section are representative of duties assigned to positions in this class. This list is not intended to be an exhaustive list of all of the tasks assigned to positions in the class, and it is not expected that all of the tasks listed are necessarily assigned to all positions in the class.

- Organize and manage the office of the Superintendent and Board of Trustees, assuring efficiency and quality of the office operations; coordinate communications; relieve the Superintendent of administrative detail. Plan, organize, develop, implement and improve processes to complete assigned projects and on-going operations of the office.
- Coordinate and distribute information to District administrators, employees, the public and the media regarding the District's programs, policies, events, efforts and related District information (includes District master calendar, parent notification handbook, etc.).
- Provide for contacts and immediate responsiveness to emergencies at all times including receiving and assessing information, cooperating with news media, law enforcement, and others, and informing appropriate District personnel.
- Receive and monitor responses to all Public Records Act requests in a timely manner.
- Review Board agenda items submitted by division offices and schools for accuracy, completeness, and conformity; meet with the Superintendent and Board President to plan the Board agenda; prepare Board agenda for regular and special meetings and workshops; prepare and assemble Board reports; review Board reports submitted by staff for accuracy and conformity with standards; communicate with staff to obtain Board materials and to arrange for accuracy and conformity with standards; communicate with staff to obtain Board materials and to arrange for corrections; assemble and review final Board agendas and reports for completeness; direct the duplication and distribution of Board materials.
- Set up Board Room for meetings; arrange for food and refreshments for meetings.
- Take and transcribe dictation (notes or keyboard) of letters, reports, bulletins, and memoranda, including material of a confidential nature. Compose and keyboard from notes, rough drafts, verbal instruction, and machine transcription, minutes of meetings, letters, reports, bulletins, and memoranda, including material of a confidential nature.
- Assign, schedule, monitor, train, check, correct, and supervise the work of assigned staff; participate in the selection of staff; make oral and written directives; prepare periodic and special performance reviews; counsel staff regarding performance; recommend recognition and discipline; enforce, apply policies and regulatory requirements controlling the work of the office.
- Monitor budget; prepare and maintain an up-to-date log of budget expenditures and account balances for the assigned programs; initiate purchase order requisitions.
- Collect statistical data and backup material and consolidate preparation of statistical, financial, and administrative reports; complete survey forms.
- Interview callers in person and on the telephone. Receive complex and technical verbal messages and reports from attorneys, consultants, auditors, and others to be provided to the Superintendent in written summary or orally. Serve as a liaison between the Superintendent and members of the Board, governmental officials, attorneys, media, staff, and others. Determine the urgency and priority of messages and requests for meetings and telephone contact with the Superintendent. Maintain calendar of the Superintendent, use initiative and discretion in scheduling and rearranging appointments and establishing complex meeting and appointment schedules requiring contacts within and outside the District, and in resolving varied conflicts. Screen and refer callers to other individuals, as appropriate.
- Plan and coordinate with other departments, schools and outside organizations special meetings and events for the Superintendent and Board members. Make conference

registration, travel, and hotel arrangements for the Superintendent, Board members, and others, as assigned.

- Provide information to Board members, administrators, other employees, students, parents and the public as necessary; explain State and Federal laws and guidelines, policies, programs, rules, and procedures. Distribute forms and regulations, and serve as filing officer for Economic Disclosure forms. Advise on and monitor compliance with Brown Act.
- Maintain an understanding of the programs and functions of the Superintendent's office and their relation to the District operations. Participate in meetings related to assigned projects and functions and attend meetings on behalf of the Superintendent.
- Maintain complex and confidential files and records, such as records of Board meetings and actions. Maintain a variety of confidential, privileged, and sensitive information, files, and records.
- Originate and independently prepare material for distribution and/or the approval of the Superintendent, such as correspondence, Board reports, minutes of meetings, Board agenda items, resolutions, and annual meeting calendars.
- Work with and on behalf of the Superintendent, or designee, to help provide information to all levels of media, such as broadcasting, social media, recording, etc.; arrange interviews and conferences for representatives of newspapers and other media for public information.
- Maintain a professional relationship with newspapers and other media representatives.
- Helps to develop and prepare all correspondence to public media that may include press releases, executive summaries, reports, highlight articles, and related materials.
- Participate in social media communication sites to communicate and ensure appropriate use of media.
- Assist school site and District office administrators in the development of effective communication mechanisms such as brochures, newsletters, websites, and other forms of written and on-line materials.
- Arrange for reproduction of printing and distribution of public relations materials within prescribed timelines.
- Acts as a liaison between site and/or District administrators in gathering and sharing factual information with the media and public-at-large.
- Manage District website, as needed, to highlight District activities and supervise District Webmaster.
- Open, sort, and route mail.
- Order, receive, inventory, store, and distribute office supplies and forms.
- Operate a variety of modern office machines and equipment, such as computer terminal, microcomputer, printer, LCD projector, voice enhancement system, video recording system, electronic typewriter, fax machine, and photocopier.
- Organize and compile reports which that require use of independent judgement.
- Enter information to microcomputer terminal computer using advanced functions of word processing, graphics, desktop publishing and spreadsheet software; interpret data processing information; may develop macros and automated systems for information handling.
- Perform related work as assigned. Perform other duties as assigned.

~~* Tasks statements coded with the letter "E" are essential elements of positions in this class pursuant to the Americans with Disabilities Act, 1990.~~

<p>Knowledge of:</p> <ul style="list-style-type: none"> • Basic principles and practices of administration, supervision, and training; • School district organization, operations, policies, and objectives; <p>Knowledge of: (cont.)</p> <ul style="list-style-type: none"> • Applicable sections of the State Education Code, and other applicable laws; • Modern office practices, procedures, and equipment; • Advanced telephone techniques and customer relations principles and practices; • Advanced records management practices; • Budget administration; • Correct English usage, grammar, spelling, punctuation, and vocabulary at an advanced level; • Business mathematics; • Advanced computer remote terminal and microcomputer operations. <p style="text-align: center; opacity: 0.5; font-size: 2em;">DRAFT</p>	<p>Ability to:</p> <ul style="list-style-type: none"> • Plan, organize, and schedule the flow of work through and within an executive office to meet established standards of quality and recurring deadlines; <p>Ability to:</p> <ul style="list-style-type: none"> • Collect statistical data and backup material for agenda items; • Take official minutes of public meetings of elected officials, management meetings and business conferences; • Organize complex material and summarize in report form for discussion and/or action; • Train, schedule and supervise clerical and secretarial assistants as assigned; • Work with a high level of independence of action, exercising good judgment in recognizing scope of authority; • Keyboard at 65 words per minute net from clear copy; • Analyze problems accurately and adopt and effective course of action; • Take dictation (shorthand or keyboard) at 90 words per minute and transcribe accurately; • Compose independently or from oral instructions, letters memos, bulletins, or other material; • Operate CRT, microcomputer and ancillary equipment in the application of a variety of advanced software packages; • Read and follow rules, regulations, policies and procedures; • Operate various office machines such as electronic typewriter, adding machine, calculator and copy machines; • Make arrangements for meetings, workshops, and conferences; • Maintain complex record keeping systems and prepare reports; • Maintain in a variety of filing systems; • Make arithmetic calculations with accuracy; • Work confidentially with discretion; • Communicate effectively both orally and in writing;
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	<ul style="list-style-type: none"> • Type from transcribing equipment; • Understand and carry out oral and written instructions; • Establish and maintain an effective working relationship with those contacted in the course of work.
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TRAINING AND EXPERIENCE SEE BELOW

Any combination of training, education and experience which demonstrates possession of the knowledges and abilities stated above, and the ability to perform the duties of the position. A typical qualifying entrance background is responsible administrative secretarial experience involving extensive use of office automation at an advanced level and the independent performance of routine administrative staff work and completion of an Associate of Arts degree or certificate in business administration, secretarial science, or a field related to the duties of the position, or experience at or equivalent to the level of Administrative Secretary in the Manhattan Beach Unified School District from which the candidate has gained the skills, knowledges, and abilities stated above.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT SEE BELOW

The Physical Abilities and Other Conditions of Continued Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment and Associated Tasks which may be required of positions in this class. Manhattan Beach Unified School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.

PHYSICAL DEMANDS	ASSOCIATED TASKS
Vision: (which may be corrected) Read normal print View a computer screen for prolonged periods	To perform tasks such as to: Read and prepare correspondence and reports Perform data entry and compose correspondence; take minutes of meetings
Hearing: (which may be corrected) Understand speech over a telephone Understand speech during public meetings	To perform tasks such as to: Answer telephones, take messages, and schedule meetings Take minutes of meetings
Speech:	To perform tasks such as to:

<p>Speak with a level of proficiency and volume to be understood over a telephone</p> <p>Speak with a level of proficiency and volume to be understood</p>	<p>Answer telephones, take messages, and schedule meetings</p> <p>Communicate with staff, sites, public, and media</p>
<p>Upper Body Mobility:</p> <p><u>Use hands and fingers to feel, grasp, and manipulate small objects, manipulate fingers, twist and bend hands at wrist and elbow</u></p> <p><u>Upper Body Mobility: (cont.)</u></p> <p><u>Extend arms to reach outward and upward</u></p> <p>Use hands and arms to lift objects</p> <p>Turn, raise, and lower head</p>	<p>To perform tasks such as to:</p> <p>Perform data entry; take shorthand</p> <p>To perform tasks such as to:</p> <p>Reach for reference materials</p> <p>File and retrieve records</p> <p>Look from computer screen to desk top; identify speakers during meetings</p>
<p>Lower Body Mobility:</p> <p>Sit for prolonged periods of 2 hours</p>	<p>To perform tasks such as to:</p> <p>Compose correspondence and perform data entry; take minutes of meetings; attend meetings</p>
<p>Strength:</p> <p>To lift, push, pull, and/or carry objects which weigh as much as 15 pounds on a frequent basis and 25 pounds on an occasional basis</p>	<p>To perform tasks such as to:</p> <p>Pick up reference books, binders, and reports; carry materials to meeting centers and set up for meetings</p>
<p>Environmental Requirements:</p> <p>Constant work interruptions</p> <p>Work independently</p> <p>Work cooperatively with others</p> <p>Work inside</p>	<p>To perform tasks such as to:</p> <p>Respond to telephone calls and answer questions from vendors, staff, and public</p> <p>Perform all duties with limited supervision</p> <p>Coordinate meetings and resolve problems</p> <p>Perform all duties in an office setting</p>
<p>Mental Requirements:</p> <p>Read, write, understand, and apply moderately complex information</p> <p>Math skills at a high school level</p>	<p>To perform tasks such as to:</p> <p>Prepare Board agenda and reports; read and understand Economic Disclosure regulations; read and understand legal requirements such as the Brown Act</p> <p>Prepare budget and expense reports; maintain time and absence records</p>

Comparing	Review agenda items and reports for accuracy and conformity with form and standards
Compiling	Gather data and prepare reports; compile Board agenda
Coordinating	Schedule meetings, reserve facilities; obtain Board materials in accordance with deadlines for distribution
Judgment	
Mental Requirements: (cont.)	To perform tasks such as to:
Learn quickly and follow written/verbal procedures and standards	Perform duties without constant monitoring
Decision-making	Prepare itinerary and keep master calendar; determine the urgency of requests made to the Superintendent and Board members and decide whether to interrupt meetings and conferences
Place information in order of importance	Accomplish duties in a timely and organized manner
Listen	Understand concerns of staff, public, and Board members
Demonstrate	Explain office procedures
Write/compose at a moderate level	Compile reports and correspondence

Revised: October 1995

Personnel Commission approved: 8/4/97

Board adopted: 8/20/97

QUALIFICATIONS

Knowledge of:

- Basic principles and practices of administration, supervision, and training
- **Web page development, use, and maintenance**
- **Current web, multimedia, and social media trends. Microsoft Office and/or Mac OS X applications**
- School district organization, operations, policies, and objectives
- Applicable sections of the State Education Codes, **the Brown Act, laws related to freedom of the press and free access to public information,** and other applicable laws
- Modern office practices, procedures, and equipment

- Advanced telephone techniques and customer relations principles and practices
- Advanced records management practices
- Budget administration
- Correct English usage, grammar, spelling, punctuation, and vocabulary at an advanced level; oral and written communication skills in English.
- Business mathematics
- Advanced computer ~~remote terminal and microcomputer~~ operations, including remote terminal and microcomputer operations, word processing, spreadsheets, presentation software, social media, video editing and publishing, survey software, and graphic art for newsletters.
- Interpersonal skills using tact, patience and courtesy, including human relations skills, conflict resolution strategies and procedures, and team building methods and techniques.

Ability to:

- Perform all essential duties of the position with general supervision
- Maintain communication on the Internet via web pages
- Plan, organize, and schedule the flow of work through and within an executive office to meet established standards of quality and recurring deadlines
- Collect statistical data and backup material for agenda items
- Take official minutes of public meetings of elected officials, management meetings and business conferences
- Organize complex material and summarize in report form for discussion and/or action
- Train, schedule and supervise clerical and secretarial assistants as assigned
- Work with a high level of independence of action, exercising good judgment in recognizing scope of authority
- Keyboard at 65 words per minute net from clear copy
- Analyze problems accurately and adopt an effective course of action
- Take dictation (shorthand or keyboard) at 90 words per minute and transcribe accurately
- Compose independently or from oral instructions, letters memos, bulletins, or other material
- Operate ~~CRT, microcomputer and ancillary equipment in the application of a variety of advanced~~ a variety of modern office machines and equipment, such as computer terminal, microcomputer, printer, LCD projector, voice enhancement system, audio and video recording systems, electronic typewriter, fax machine, and photocopier, and use a variety of computer software packages, including word processing, spreadsheets, presentation software, and other programs and applications
- Read and follow rules, regulations, policies and procedures
- Operate various office machines such as electronic typewriter, adding machine, calculator and copy machines
- Make arrangements for meetings, workshops, and conferences
- Maintain complex record keeping systems and prepare reports
- Maintain in a variety of filing systems
- ~~Make arithmetic~~ Complete mathematical calculations with speed and accuracy
- Work confidentially with discretion
- Communicate effectively both orally and in writing in English; writing skills to develop professional correspondence.
- Type from transcribing equipment
- Understand and carry out oral and written instructions

- Establish and maintain an effective working relationship with those contacted in the course of work

EDUCATION, TRAINING, AND EXPERIENCE

Any combination of training, education and experience that demonstrates possession of the knowledge and abilities ~~stated above~~ of the position and the ability to perform the duties of the position. ~~A typical qualifying entrance background is~~ Minimum of two (2) years of administrative secretarial experience involving extensive use of office automation, including computer skills and knowledge of software programs, at an advanced level and the independent performance of routine administrative staff work, and completion of an Associate of Arts degree or certificate in business administration, secretarial science, or a field related to the duties of the position, or experience at or equivalent to the level of Administrative Secretary in the Manhattan Beach Unified School District from which the candidate has gained the skills, knowledge, and abilities stated above.

LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS

Possession of a valid California Class C 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, the employee is regularly required to sit for extended periods of time; hear and speak to exchange information in a proficient manner, in person and by telephone; use hands and fingers to touch, handle, feel, grasp or operate standard office equipment including technology; and reach overhead, above the shoulders and horizontally. The employee may frequently be required to stand and walk, bend, stoop, and kneel. The employee must occasionally to grasp, lift and move records and documents typically weighing as much as 20 pounds or more. The employee must be able to operate a motor vehicle and drive from place to place.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The employee must have hand-eye coordination, and be able to read printed material and computer or other technology screens.

Mental Demands

While performing the duties of this position, the employee may be regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; use math and mathematical reasoning; perform highly detailed work; work on multiple and concurrent tasks; work with frequent interruptions; work under intensive

deadlines; interact with District and program personnel, school administrators, managers, staff, vendors, the public, and others encountered in the course of work; demonstrate judgment and professionalism when interacting with supervisors, co-workers, staff, students and others encountered in the course of work; establish and maintain cooperative relationships throughout the work environment; learn quickly and follow verbal procedures and standards to accomplish assigned duties and to apply new skills. The employee must be able to work independently and follow a schedule. The employee may deal with dissatisfied or quarrelsome individuals, including District employees, students and parents. Some stress may be encountered while performing the duties of this position.

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 duties and responsibilities.

The employee will work under typical office conditions with a usually quiet or moderately quiet noise level. The employee frequently drives to District sites, training facilities, community meetings and other locations as needed. The employee is subject to constant interruptions.

OTHER CONDITIONS OF CONTINUED EMPLOYMENT

Participate in employer mandated training and re-training programs.

DRAFT

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE SECRETARY

DEFINITION

Under direction, to perform specialized administrative staff work and responsible administrative secretarial duties to support a complex District program; to plan, organize and prioritize work flow and coordinate communication for a complex District division; to apply knowledge of policies, rules, regulations, procedures, programs, and organization to specific situations and issues; and to do other related work as directed.

ORIGINAL

CLASS CHARACTERISTICS

Positions in this class are designated confidential under the provisions of the Educational Employee Relations Act (EERA). *A "confidential employee," as defined by the EERA, includes those who, in the regular course of their duties, have "access to, or possess information relating to," employer-employee relations, including labor negotiations and grievances.* Incumbents are assigned to participate in the employer's labor relations activities by compiling data, taking notes of meetings and performing administrative support work which requires access to the employer's position on labor relations matters. Positions in this class are assigned to major District-wide divisions. Incumbents are required to maintain the strict confidentiality of information related to the District's employer/employee relations activities.

EXAMPLES OF DUTIES*

The tasks listed in this section are representative of duties assigned to positions in this class. This list is not intended to be an exhaustive list of all of the tasks assigned to positions in the class, and it is not expected that all of the tasks listed are necessarily assigned to all positions in the class.

Organize and manage the administrative office of a major organizational division of the District, assuring efficiency and quality of the office operations; coordinate communications; relieve the supervisor of administrative detail. Plan, organize, develop, implement and improve processes to complete assigned projects and on-going operations of the division. E

Take and transcribe dictation (notes or keyboard) of letters, reports, bulletins, memoranda, and meetings of minutes (during and after regular working hours) including material of a confidential nature. E

Compose and keyboard correspondence including that of a confidential nature from notes, rough drafts, transcription machine tapes, or verbal instructions; keyboard union contracts and negotiation notes of a confidential nature. E

Monitor budget and state mandated costs for reimbursement; prepare and maintain up-to-date logs of budget expenditures and account balances for the assigned programs and state mandated

costs for reimbursement; initiate purchase order requisitions. E

Collect statistical data and backup material and consolidate preparation of statistical, financial, and administrative reports; serve as District CBEDS coordinator; complete survey forms; maintain departmental employee time records. E

Interview callers in person and on the telephone. Receive complex and technical verbal messages and reports from attorneys, consultants, auditors, and others to be provided to the supervisor in written summary or orally. Determine the urgency and priority of messages and requests for meetings and telephone contact with the supervisor. Maintain calendar of the supervisor, use initiative and discretion in scheduling and rearranging appointments and establishing meeting and appointment schedules requiring contacts within and outside the District, and in resolving varied conflicts. Schedule employment interviews. Schedule evaluation observations. E

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Make conference registration, travel, and hotel arrangements. Screen and refer callers to other individuals, as appropriate. E

Provide information to administrators, other employees, students, parents and the public as necessary; interpret and explain State and Federal laws and guidelines, policies, programs, rules, and procedures. E

Maintain an understanding of the programs and functions of the supervisor and their relation to the District/program operation as a whole. E

Participate in meetings related to assigned projects and functions and attend meetings on behalf of supervisor.

Collect, prepare, assemble and review Board agenda items, assuring the inclusion of required backup material. E

Prepare and distribute meeting notices and agendas; attend meetings, labor negotiations, workshops, and conferences to record proceedings; prepare and distribute comprehensive minutes of meetings, labor negotiations, workshops and conferences. E

Maintain complex and confidential files and records, such as records of various Federal and State projects, personnel and labor relations, workers compensation. E

Originate and independently prepare material for the approval of the supervisor, such as employment and consultant contracts, certificates of insurance, resolutions, newsletters. E

Open, sort, and route mail.

Order, receive, inventory, store, and distribute office supplies and forms.

Operate a variety of office machines and equipment, such as computer terminal, microcomputer,

printer, electronic typewriter, and photocopier. E

Maintain a variety of confidential, privileged, and sensitive information, files, and records.

Prepare and revise a variety of documents, reports, catalogs, and other materials. E

Organize and compile reports which require use of independent judgment. E

Enter information to microcomputer terminal using advanced functions of word processing, graphics, desktop publishing and spreadsheet software; interpret data processing information; may develop macros and automated systems for information handling. E

Perform related work as assigned. E

* Task statements coded with the letter "E" are essential elements of positions in this class pursuant to the Americans with Disabilities Act, 1990.

ORIGINAL

QUALIFICATIONS

Knowledge of:

School District organization, operations, policies, and objectives;
Applicable sections of the State Education Codes and other applicable laws;
Modern office practices, procedures, and equipment;
Telephone techniques and etiquette;
Record keeping techniques;
Budget administration;
Correct English usage, grammar, spelling, punctuation, and vocabulary at an advanced level;
Public and customer relations principles and practices;
Business mathematics;
Computer remote terminal and microcomputer operations.

Ability to:

Plan and organize the flow of work in an administrative office;
Take minutes at meetings and conferences;
Compose minutes of meetings;
Train, schedule and furnish work direction to clerical and secretarial assistants, as assigned;
Work independently with little direction;
Keyboard at 60 words per minute net from clear copy;

Take dictation (shorthand or keyboard) at 90 words per minute and transcribe accurately;
Compose independently or from oral instructions, letters, memos, bulletins, or other material;
Operate CRT, microcomputer and ancillary equipment in the application of a variety of software packages;
Read and follow rules, regulations, policies and procedures;
Operate various office machines such as electronic typewriter, adding machine, calculator and copy machines;
Maintain records and prepare reports;
Maintain a variety of filing systems;
Make arithmetic calculations with speed and accuracy;
Plan and organize work to meet schedules and time lines;
Work confidentially with discretion;
Communicate effectively both orally and in writing;
Complete work with many interruptions;
Understand and carry out oral and written instructions;
Establish and maintain an effective working relationship with those contacted in the course of work.

ORIGINAL

TRAINING AND EXPERIENCE

Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above, and the ability to perform the duties of the position. A typical qualifying entrance background is administrative secretarial experience involving extensive use of office automation at an advanced level and the independent performance of routine administrative staff work and completion of an Associate of Arts degree or certificate in business administration, secretarial science, or a field related to the duties of the position, or experience at or equivalent to the level of Senior Secretary in the Manhattan Beach Unified School District from which the candidate has gained the skills, knowledge, and abilities stated above.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT

The Physical Abilities and Other Conditions of Continued employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Employment and Associated Tasks which may be required of positions in this class. Manhattan Beach Unified School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.

PHYSICAL DEMANDS	ASSOCIATED TASKS
<p>Vision: (which may be corrected) Read small print</p> <p>View a computer screen for prolonged periods</p>	<p>To perform tasks such as to: Read and prepare correspondence and reports</p> <p>Perform data entry and compose correspondence</p>
<p>Hearing: (which may be corrected) Understand speech over a telephone</p> <p>Understand speech during public meetings</p>	<p>To perform tasks such as to: Answer telephones, take messages, and schedule meetings</p> <p>Take minutes and attend in-service meetings</p>
<p>Speech: Speak with a level of proficiency and volume to be understood over a telephone</p>	<p>To perform tasks such as to: Answer telephones, take messages, and schedule meetings</p> <p>Communicate with staff, sites, public, and vendors</p>
<p>Upper Body Mobility: Use hands and fingers to feel, grasp, and manipulate small objects, manipulate fingers, twist and bend hands at wrist and elbow</p> <p>Extend arms to reach outward and upward</p> <p>Use hands and arms to lift objects</p> <p>Turn, raise, and lower head</p>	<p>To perform tasks such as to: Perform data entry; take shorthand</p> <p>Reach for reference materials</p> <p>File and retrieve records</p> <p>Look from computer screen to desk top</p>
<p>Lower Body Mobility: Sit for prolonged periods of 2 hours</p>	<p>To perform tasks such as to: Compose correspondence and perform data entry; take minutes of meetings</p>
<p>Strength: To lift, push, pull, and/or carry objects which weigh as much as 15 pounds on a frequent basis and 25 pounds on an occasional basis</p>	<p>To perform tasks such as to: Pick up reference books, binders, and reports; carry materials to meeting centers and set-up for meetings</p>

ORIGINAL

<p>Environmental Requirements: Constant work interruptions</p> <p>Work independently</p> <p>Work cooperatively with others</p> <p>Work inside</p>	<p>To perform tasks such as to: Respond to telephone calls and answer questions from vendors, staff, and public</p> <p>Perform all duties with limited supervision</p> <p>Coordinate meetings and resolve problems</p> <p>Perform all duties in an office setting</p>
<p>Mental Requirement: Read, write, understand, and apply moderately complex information</p> <p>Math skills at a high school level</p> <p>Comparing</p> <p>Compiling</p> <p>Coordinating</p> <p>Judgment</p> <p>Learn quickly and follow written/verbal procedures and standards</p> <p>Decision-making</p> <p>Place information in order of importance</p> <p>Listen</p> <p>Demonstrate</p> <p>Write/compose at a moderately advanced level</p>	<p>To perform tasks such as to: Prepare Board reports and correspondence</p> <p>Prepare budget and expense reports; maintain time and absence records</p> <p>Review reports for accuracy</p> <p>Gather data and prepare reports</p> <p>Schedule meetings, reserve facilities, and schedule transportation</p> <p>Maintain confidentiality of privileged information</p> <p>Perform all duties without constant monitoring</p> <p>Prepare itinerary and keep master calendar</p> <p>Accomplish duties in a timely and organized manner</p> <p>Understand concerns of staff, public, and vendors</p> <p>Explain office procedures</p> <p>Compose reports and correspondence</p>

ORIGINAL

Revised: October 1995

Personnel Commission approved: 8/4/97

Board adopted: 8/20/97



Manhattan Beach
Unified School District

**ADMINISTRATIVE SECRETARY -
CONFIDENTIAL**

<u>Department/Division:</u>	<u>Administrative Services</u>
<u>Reports To:</u>	<u>Deputy Superintendent</u>
<u>Provides Direction To:</u>	<u>NA</u>
<u>FLSA Exemption Status:</u>	<u>Exempt</u>
<u>Date Prepared:</u>	<u>May 19, 2016</u>
<u>Date Adopted by Board:</u>	
<u>Salary Range:</u>	<u>Confidential</u>

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

DEFINITION

Under general direction, to perform responsible administrative staff work and responsible administrative secretarial duties to support a complex District program; to plan, organize and prioritize work flow and coordinate communication for a complex District division; to apply knowledge of District policies, rules, regulations, procedures, programs, and organization to specific situations and issues; and to ~~do other related work as directed.~~ perform other duties as assigned.

CLASS DISTINGUISHING CHARACTERISTICS

Positions in this class are designed confidential under the provisions of the Educational Employee Relations Act (EERA). A "confidential employee," as defined by the EERA, includes those who, in the regular course of their duties, have "access to, or possess information relating to," employer-employee relations, including labor negotiations and grievances. Incumbents are assigned to participate in the employer's labor relations activities by compiling data, taking notes of meetings and performing administrative support work which requires access to employer's position on labor relations matters. Positions in this class are assigned to major District-wide divisions. Incumbents are required to maintain the strict confidentiality of information related to the district's employer/employee relations' activities.

EXAMPLE OF DUTIES*

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties tasks 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 the class. in this section are representative of duties assigned to positions in this class. This list is not intended to be an

exhaustive list of all of the tasks assigned to positions in the class, and it is not expected that all of the tasks listed are necessarily assigned to all positions in the class.

- Organize and manage the administrative office of a major organizational division of the District, assuring efficiency and quality of the office operations; coordinate communications; relieve the supervisor of administrative detail. Plan, organize, develop, implement and improve processes to complete assigned projects and on-going operations of the office.
- Take and transcribe dictation (notes or keyboard) of letters, reports, bulletins, memoranda, and minutes of meetings ~~of minutes~~ (during and after regular working hours) including material of a confidential nature.
- Compose and keyboard correspondence including that of a confidential nature from notes, rough drafts, video and audio recordings transcription machine tapes, or verbal instruction; keyboard union contracts and negotiation notes of a confidential nature.
- Monitor budget, ~~and state mandated costs for reimbursement,~~ and other fiscally related information; prepare and maintain an up-to-date log of budget expenditures and account balances for the assigned programs ~~and state mandated costs for reimbursement~~; initiate purchase order requisitions.
- Collect statistical data and backup material and consolidate preparation of statistical, financial, and administrative reports; ~~serve as District CBEDS coordinator~~ assist in the collection and reporting of accurate enrollment data as well as data for the California Longitudinal Pupil Achievement Data System (CALPADS); complete survey forms; maintain departmental employee time records.
- Serve as the point of contact for employees, supervisors, insurance carriers, and their agents involved in the District's workers' compensation and risk management programs
- Interview callers in person and on the telephone. Receive complex and technical verbal messages and reports from attorneys, consultants, auditors, and others to be provided to the Superintendent in written summary or orally. Determine the urgency and priority of messages and requests for meetings and telephone contact with the supervisor. Maintain calendar of the supervisor, use initiative and discretion in scheduling and rearranging appointments and establishing meeting and appointment schedules requiring contacts within and outside the District, and in resolving varied conflicts. Schedule employment interviews. Schedule evaluation observations. Screen and refer callers to other individuals, as appropriate.
- Plan and coordinate with other departments, schools and outside organizations special meetings and events for the supervisor. Make conference registration, travel, and hotel arrangements. ~~Screen and refer callers to other individuals, as appropriate.~~
- Provide information to administrators, other employees, students, parents and the public as necessary; interpret explain State and Federal laws and guidelines, policies, programs, rules, and procedures.
- Maintain an understanding of the programs and functions of the supervisor and their relation to the District operations.
- Participate in meetings related to assigned projects and functions and attend meetings on behalf of supervisor.
- Collect, prepare, assemble and review Board agenda items, assuring the inclusion of required backup material and assuring that follow-up action is taken after Board approval, as appropriate.
- Prepare and distribute meeting notices and agenda; attend meetings, labor negotiations, workshops, and conferences to record proceedings; prepare and distribute comprehensive minutes of meetings, labor negotiations, workshops and conferences.

- Originate and independently prepare material for the approval of the supervisor, such as employment and consultant contracts, certificates of insurance, resolutions, newsletters.
- Open, sort, and route mail.
- Order, receive, inventory, store, and distribute office supplies and forms.
- Operate a variety of modern office machines and equipment, such as computer terminal, microcomputer, printer, LCD projector, voice enhancement system, audio and video recording systems, electronic typewriter, fax machine, and photocopier.
- Maintain a variety of complex, confidential, privileged, and sensitive information, files, and records.
- Organize and compile reports which that require use of independent judgement.
- Enter information to microcomputer terminal computer using advanced functions of word processing, graphics, desktop publishing and spreadsheet software; interpret data processing information; may develop macros and automated systems for information handling.
- Perform related work as assigned. Perform other duties as assigned.

~~* Tasks statements coded with the letter "E" are essential elements of positions in this class pursuant to the Americans with Disabilities Act, 1990.~~

~~QUALIFICATIONS~~

SEE BELOW

~~Knowledge of:~~

- ~~School district organization, operations, policies, and objectives;~~
- ~~Applicable sections of the State Education Code and other applicable laws;~~
- ~~Modern office practices, procedures, and equipment;~~
- ~~Telephone techniques and etiquette;~~
- ~~Record keeping techniques;~~
- ~~Budget administration;~~
- ~~Correct English usage, grammar, spelling, punctuation, and vocabulary at an advanced level;~~
- ~~Public and customer relations principles and practices;~~
- ~~Business mathematics;~~
- ~~Computer remote terminal and microcomputer operations.~~

~~Ability to:~~

- ~~Plan, organize, and schedule the flow of work in an administrative office;~~
- ~~Take minutes at meetings and conferences;~~
- ~~Compose minutes of meetings;~~
- ~~Train, schedule and furnish work direction to clerical and secretarial assistants as assigned;~~
- ~~Work independently with little direction;~~
- ~~Keyboard at 60 words per minute net from clear copy;~~
- ~~Take dictation (shorthand or keyboard) at 90 words per minute and transcribe accurately;~~
- ~~Compose independently or from oral instructions, letters memos, bulletins, or other material;~~
- ~~Operate CRT, microcomputer and ancillary equipment in the application of a variety of software packages;~~
- ~~Read and follow rules, regulations, policies and procedures;~~
- ~~Operate various office machines such as electronic typewriter, adding machine, calculator and copy machines;~~
- ~~Maintain records and prepare reports;~~
- ~~Maintain a variety of filing systems;~~

- ~~Make arithmetic calculations with speed accuracy;~~
- ~~Work confidentially with discretion;~~
- ~~Communicate effectively both orally and in writing;~~
- ~~Complete work with many interruptions;~~
- ~~Understand and carry out oral and written instructions;~~
- ~~Establish and maintain an effective working relationship with those contacted in the course of work.~~

TRAINING AND EXPERIENCE *SEE BELOW*

Any combination of training, education and experience which demonstrates possession of the knowledges and abilities stated above, and the ability to perform the duties of the position. A typical qualifying entrance background is administrative secretarial experience involving extensive use of office automation at an advanced level and the independent performance of routine administrative staff work and completion of an Associate of Arts degree or certificate in business administration, secretarial science, or a field related to the duties of the position, or experience at or equivalent to the level of Senior Secretary in the Manhattan Beach Unified School District from which the candidate has gained the skills, knowledges, and abilities stated above.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT *SEE BELOW*

The Physical Abilities and Other Conditions of Continued Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment and Associated Tasks which may be required of positions in this class. Manhattan Beach Unified School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.

PHYSICAL DEMANDS	ASSOCIATED TASKS
Vision: (which may be corrected) Read normal print View a computer screen for prolonged periods	To perform tasks such as to: Read and prepare correspondence and reports Perform data entry and compose correspondence
Hearing: (which may be corrected) Understand speech over a telephone Understand speech during public meetings	To perform tasks such as to: Answer telephones, take messages, and schedule meetings Take minutes and attend in-service meetings
Speech: Speak with a level of proficiency and volume to	To perform tasks such as to: Answer telephones, take messages, and schedule

be understood over a telephone	meetings
	Communicate with staff, sites, public, and media
Upper Body Mobility:	To perform tasks such as to:
Use hands and fingers to feel, grasp, and manipulate small objects, manipulate fingers, twist and bend hands at wrist and elbow	Perform data entry; take shorthand
Extend arms to reach outward and upward	Reach for reference materials
Use hands and arms to lift objects	File and retrieve records
Turn, raise, and lower head	Look from computer screen to desk top
Lower Body Mobility:	To perform tasks such as to:
Sit for prolonged periods of 2 hours	Compose correspondence and perform data entry; take minutes of meetings; attend meetings
Strength:	To perform tasks such as to:
To lift, push, pull, and/or carry objects which weigh as much as 15 pounds on a frequent basis and 25 pounds on an occasional basis	Pick up reference books, binders, and reports; carry materials to meeting centers and set up for meetings
Environmental Requirements:	To perform tasks such as to:
Constant work interruptions	Respond to telephone calls and answer questions from vendors, staff, and public
Work independently	Perform all duties with limited supervision
Work cooperatively with others	Coordinate meetings and resolve problems
Work inside	Perform all duties in an office setting
Mental Requirements:	To perform tasks such as to:
Read, write, understand, and apply moderately complex information	Prepare Board reports and correspondence
Math skills at a high school level	Prepare budget and expense reports; maintain time and absence records
Comparing	Review reports for accuracy
Compiling	Gather data and prepare reports
Coordinating	Schedule meetings, reserve facilities, and schedule transportation
Judgment	Maintain confidentiality of privileged

Learn quickly and follow written/verbal procedures and standards	information
Decision-making	Perform all duties without constant monitoring
Place information in order of importance	Prepare itinerary and keep master calendar
Listen	Accomplish duties in a timely and organized manner
Demonstrate	Understand concerns of staff, public, and Board members
Write/compose at a moderate level	Explain office procedures
	Compile reports and correspondence

Revised: October 1995

Personnel Commission approved: 8/4/97

Board adopted: 8/20/97

QUALIFICATIONS

Knowledge of:

- **Basic principles and practices of administration, supervision, and training**
- School district organization, operations, policies, and objectives
- Applicable sections of the State Education Codes and other applicable laws
- Modern office practices, procedures, and equipment
- Telephone techniques and etiquette
- Record keeping techniques
- Budget administration
- Correct English usage, grammar, spelling, punctuation, and vocabulary at an advanced level; **oral and written communication skills in English.**
- Public and customer relations principles and practices;
- Business mathematics
- Computer ~~remote terminal and microcomputer~~ operations, **including word processing, spreadsheets, presentation software, and other software programs and applications.**
- **Interpersonal skills using tact, patience and courtesy, including human relations skills, conflict resolution strategies and procedures, and team building methods and techniques.**

Ability to:

- **Perform all essential duties of the position with general supervision**

- Plan, organize, and schedule the flow of work in an administrative office
- Take minutes at meetings and conferences
- Compose minutes of meetings
- Train, schedule and furnish work direction to clerical and secretarial assistants as assigned
- Work independently with little direction
- Keyboard at 60 words per minute net from clear copy
- Take dictation (shorthand or keyboard) at 90 words per minute and transcribe accurately
- Compose independently or from oral instructions, letters memos, bulletins, or other material
- **Organize complex material and summarize in report form for discussion and/or action**
- **Analyze problems accurately and adopt an effective course of action**
- Operate ~~CRT, microcomputer and ancillary equipment in the application of a variety of advanced~~ **a variety of modern office machines and equipment, such as computer terminal, microcomputer, printer, LCD projector, voice enhancement system, audio and video recording systems, electronic typewriter, fax machine, and photocopier, and use a variety of computer software packages, including word processing, spreadsheets, presentation software, and other programs and applications**
- Read and follow rules, regulations, policies and procedures
- Operate various office machines such as electronic typewriter, adding machine, calculator and copy machines
- Make arrangements for meetings, workshops, and conferences
- Maintain records and prepare reports
- Maintain in a variety of filing systems
- ~~Make arithmetic~~ **Complete mathematical** calculations with speed **and** accuracy
- Work confidentially with discretion
- Communicate effectively both orally and in writing **in English; writing skills to develop professional correspondence.**
- Complete work with many interruptions
- Understand and carry out oral and written instructions
- Establish and maintain an effective working relationship with those contacted in the course of work

EDUCATION, TRAINING, AND EXPERIENCE

Any combination of training, education and experience that demonstrates possession of the knowledge and abilities ~~stated above~~ **of the position and the ability to perform the duties of the position.** ~~A typical qualifying entrance background is~~ **Minimum of two (2) years of administrative** secretarial experience involving extensive use of office automation, **including computer skills and knowledge of software programs,** at an advanced level and the independent performance of routine administrative staff work, and completion of an Associate of Arts degree or certificate in business administration, secretarial science, or a field related to the duties of the position, or experience at or equivalent to the level of Senior Secretary in the Manhattan Beach Unified School District from which the candidate has gained the skills, knowledge, and abilities stated above.

LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS

Possession of a valid California Class C 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, the employee is regularly required to sit for extended periods of time; hear and speak to exchange information in a proficient manner, in person and by telephone; use hands and fingers to touch, handle, feel, grasp or operate standard office equipment including technology; and reach overhead, above the shoulders and horizontally. The employee may frequently be required to stand and walk, bend, stoop, and kneel. The employee must occasionally ~~to~~ grasp, lift and move records and documents typically weighing as much as 20 pounds or more. The employee must be able to operate a motor vehicle and drive from place to place.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The employee must have hand-eye coordination, and be able to read printed material and computer or other technology screens.

Mental Demands

While performing the duties of this position, the employee may be regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; use math and mathematical reasoning; perform highly detailed work; work on multiple and concurrent tasks; work with frequent interruptions; work under intensive deadlines; interact with District and program personnel, school administrators, managers, staff, vendors, the public, and others encountered in the course of work; demonstrate judgment and professionalism when interacting with supervisors, co-workers, staff, students and others encountered in the course of work; establish and maintain cooperative relationships throughout the work environment; learn quickly and follow verbal procedures and standards to accomplish assigned duties and to apply new skills. The employee must be able to work independently and follow a schedule. The employee may deal with dissatisfied or quarrelsome individuals, including District employees, students and parents. Some stress may be encountered while performing the duties of this position.

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 duties and responsibilities.

The employee will work under typical office conditions with a usually quiet or moderately quiet noise level. The employee frequently drives to District sites, training facilities, community meetings and other locations as needed. The employee is subject to constant interruptions.

OTHER CONDITIONS OF CONTINUED EMPLOYMENT

Participate in employer mandated training and re-training programs.