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Class Specifications for the:

EXECUTIVE SECRETARY TO THE SUPERINTENDENT

Duties Summary:

Serves as the personal and confidential assistant to the Superintendent of Education and performs other duties as assigned.

Distinguishing Characteristics:

The incumbent of this single position class serves as the exclusive personal secretary and confidant to the Superintendent of Education. The Superintendent is appointed by the Board of Education and, under policies established by the board, the Superintendent is designated as the chief executive officer of the public school system for the State of Hawaii, having jurisdiction over the internal organization, operation, and management of the public school system, as provided by law; and administers programs of education and public instruction throughout the State, including education at the preschool, primary, and secondary school levels, and such other programs as may be established by law.

The leadership and management role of the Superintendent is extremely complex and broad in nature and scope, overseeing a Department that is the largest in the State in terms of staffing and budget. As prescribed in statute, the Department of Education functions autonomously from other State agencies, and operates at varying levels of independence across a wide range of functions and programs beyond the main mission of student education, to include budget and finance, building and grounds maintenance, human resources management, housing management, food service and nutrition, physical and behavioral health, and more. With a wide range of educational programs, federal, State and other funding sources and legal mandates, the Superintendent works closely with local, State, national, and international leaders and officials in order to promote and meet the objectives of the department.

The incumbent of the position in this class maintains a high degree of confidentiality in her/his work, and exercises independent judgment, initiative, discretion, and tact in coordinating and attending to matters so as to relieve the Superintendent of administrative tasks. The position actively participates in the management of the Superintendent's office by generally assuming the full responsibility for the administrative and clerical details of the office. As the Executive Secretary to the Superintendent, a high degree of knowledge and an extensive familiarity with the functions of the Department are required in order to expedite the flow of inquiries and business that are processed through the Superintendent's office. The incumbent of the position must exercise considerable tact, judgment, and professionalism in handling callers, visitors, dignitaries, government officials, members of the Legislature, the media, and the general public. Furthermore, the incumbent must demonstrate excellent communication skills, organization, and

the ability to multi-task and work on several projects at one time due to the range and depth of the Department. The incumbent has access to and knowledge of highly confidential and sensitive information relative to policy matters, employee relations, program plans, etc. and serves as a liaison in communicating the Superintendent's position on all matters. The incumbent coordinates the activities, operations, and affairs of the Office of the Superintendent, scheduling the Superintendent's business, and working with all parties to assure Department matters are handled in an efficient and timely manner.

This class is distinguished from the class of Private Secretary by the nature and degree of independent judgment used and by the complex responsibilities acquired by assisting the Superintendent of Education as the exclusive personal secretary and confidant.

As provided in statute, the incumbent is exempt from civil service provisions on recruitment and tenure, but the position is covered by the Department of Education's position classification plan.

Examples of Duties: *(Position may not be assigned all of the duties listed nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment of the position. The classification of a position should not be based solely on the examples of duties performed.)*

Attends and assists to the personal and official business of the Superintendent by arranging personal and official appointments, meetings, and other official functions for the Superintendent; maintains the Superintendent's personal and official calendar assuring that the Superintendent upholds all scheduled appointments; communicates meetings with executives of other governmental agencies (e.g. the Governor, members of the Legislature; dignitaries of the federal government and other State and foreign jurisdictions) in a tactful and professional manner; anticipates reference materials that may be needed for executive meetings and prepares those needed resources; attends and takes minutes of meetings and conferences held by the Superintendent; informs the Superintendent of all administrative matters, including those of confidential and sensitive nature based on information gathered; screens, organizes and coordinates matters of administrative detail; rendering decisions with independent judgment and knowledge of the Superintendent's views; independently prepares orders, correspondence, decisions, minutes, and other documents for executive review and signature; proofs and edits for accuracy and style; proofs and edits written speeches and other presentations made by the Superintendent; receives telephone callers and visitors and determines the nature of the call with a high degree of professionalism; determines which calls and visitors may be directed to the Superintendent and which may be handled by others; maintains the highest level of knowledge of the overall structure and functions of each program in the Department; answers a variety of routine and technical questions related to the Department, its programs, functions, procedures, rules and regulations; assists in managing the daily operations of the Office of the Superintendent. Determines that appropriate protocol procedures are followed in the Superintendent's dealings with dignitaries and officials; coordinates with staff and provides information to the Superintendent on community relations matters of interest to the media and general public; controls work activities with other offices, assigning, scheduling, and screening work for the Superintendent's review; serves as liaison in the Superintendent's interface with

assistant superintendents, complex area superintendents, and other leaders at the State, complex area and school levels and across multiple functions and programs; prepares agenda for meetings with the a range of councils and committees; oversees the clerical operations of the Superintendent's Office by supervising the clerical staff's work flow and, when necessary, adjusts priorities and shifts job assignments; resolves any conflicts and complaints within the Superintendent's Office to assure a smooth and cohesive operation.

Knowledge and Abilities Required:

Knowledge of: The organization, services, programs and functions of the Department; secretarial principles and practices; general administrative principles and processes; extensive knowledge of the Department of Education and its relationships with the executive and legislative branches; report writing; office practices and procedures; the operation of standard office equipment machines; principles and practices of supervision.

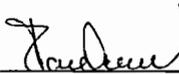
Ability to: Exercise a high degree of discretion and judgment in attending to the personal, highly confidential and sensitive matters requiring the attention of the Superintendent; demonstrated ability to act on behalf of the Superintendent on matters that do not require executive attention; secure and analyze facts and make decisions or provide briefings based on such facts. Plan, organize and carry out a very broad and complex range of secretarial functions; organize, assign, direct and review the work of others; develop and skillfully apply extensive knowledge of the Department of Education and the programs under the Superintendent; understand and interpret the views and policies of the Superintendent, including any special interests and official social obligations; work effectively under frequent interruptions, changing requirements and handle office emergencies. Accurately take and transcribe minutes of meetings; write varied and complex business letters, summaries and reports requiring judgment as to appropriate format; speak simply and directly to individuals and groups in conveying information about various technical and administrative aspects of programs; direct the maintenance of confidential files and records including those relating to employee-employer relations; deal tactfully with others within and outside the Department of Education in carrying out the instructions and policies of the Superintendent.

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This is the first class specification for the new exempt class, EXECUTIVE SECRETARY TO THE SUPERINTENDENT.

DATE APPROVED: AUG 15 2007

EFFECTIVE DATE: JUL - 1 2005

  
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Office of Human Resources