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Class Specifications for the Class:

EXECUTIVE SECRETARY TO THE BOARD OF EDUCATION

Duties Summary:

Serves as the personal and confidential assistant to the Board of Education Chairperson and performs other related duties as assigned.

Distinguishing Characteristics:

The incumbent in this single position class serves as the exclusive executive secretary and confidant to the Board of Education Chairperson. There shall be a principal executive department to be known as the Department of Education, which shall be headed by a policymaking board to be known as the Board of Education. The Board shall have the power in accordance with law to formulate statewide educational policy, adopt student performance standards and assessment models, monitor school success, and to appoint the Superintendent of Education as the Chief Executive Officer of the public school system.

The administrative and management role of the Board Chairperson is extremely complex by virtue of his/her substantial policy making and leadership role. The Board Chairperson is defined, in this class specification, as an official filling a statutorily identified position.

The incumbent of the position in this class maintains a high degree of confidentiality in his/her work, and exercises independent judgement, initiative, discretion, and tact in coordinating and attending to matters so as to relieve the Board Chairperson of administrative tasks. Considerable tact and judgment are required in dealing with such matters and in handling callers, visitors, other employees and officials, members of the legislature, the media, and members of 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 Board Chairperson's position on all matters. The incumbent coordinates the activities, operations, and affairs of the Board Chairperson, scheduling the Board Chairperson's business, and working with all parties to assure Board matters are handled in an efficient and timely manner.

As provided by law, the incumbent of a position in this class is not subject to civil service provisions on recruitment and tenure even though the position is covered by the civil service classification plan.

Examples of Duties:

Receives and screens visitors and telephone calls, and determines which calls and callers must be directed to the Board of Education Chairperson and those that can be referred elsewhere or can be handled personally; arranges for and attends conferences to take notes and prepare summaries, informs the Board Chairperson of developments and arranges for implementation of the Chairperson's commitments, and keeps informed of current status of required work in the organization for periodic report to the Chairperson as deemed necessary; receives incoming mail, determines those which must go to the Chairperson, or can be handled personally, and refers others with appropriate notations as to who is to prepare response, how reply is to be addressed, for whose signature, etc., and doing follow up to assure timely response; reviews outgoing correspondence and action documents before forwarding to the Board Chairperson to assure that review has been made by all appropriate persons and material is in conformance with established policy and the views of the Board Chairperson, and resolves problems and conflicts or calls them to the attention of the Board Chairperson; keeps the calendar of the Board Chairperson, establishing priorities at own discretion, and sets up, shifts or refuses appointments; accepts or declines invitations to meetings on own initiative and arranges for representation by other staff as necessary; serves as liaison between the Board Chairperson, and other staff on own initiative to inform them or his/her views on current problems, scheduling briefings by other staff and so forth; serves in a liaison capacity between the Board Chairperson and other offices and agencies to relate factual data and arrange procedural matters; may supervise other lower-level secretaries to coordinate support services in special projects; assembles background information for the use of the deputy in public speaking engagements, including obtaining biographical data on persons to be introduced, and may outline tentative speech draft; provides information to the deputy on long-term continuity of policy and procedures, internal problems and personalities, etc.; may operate a typewriter, word processor or personal computer to type correspondence, reports and other materials; may take and transcribe by shorthand, speedwriting or stenotype dictation of correspondence, reports and other materials.

Knowledge and Abilities Required:

Knowledge of: Secretarial principles and practices; general administrative principles and processes applicable to large organizations; basic organization of State government; report writing; office practices and procedures; the operation and operational maintenance of various office appliances and equipment.

Ability to: Plan, organize and carry out a broad range of secretarial functions; organize, assign, direct and review the work of others; develop a working knowledge of the organization and the programs under the Board Chairperson; understand and interpret the views and policies of the officials served, including any special interest and official social obligations; work effectively under frequent interruptions and changing requirements, and handle office emergencies; write varied and complex business letters,

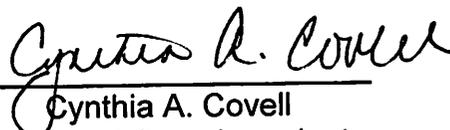
summaries and reports requiring judgment as to appropriate format and conforming to all the rules of grammar and style; speak simply and directly to individuals and groups in conveying information about various technical and administrative aspects of programs; direct the maintenance of confidential files and records including those relating to employee-employer relations; deal tactfully with others within and outside the organization in carrying out the instructions and policies of the supervisor; for some positions, type accurately at an acceptable rate of speed or type and take and transcribe dictation at acceptable rates of speed; for some positions, operate an automobile.

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This is a class title change to the class specification PRIVATE SECRETARY TO THE BOARD OF EDUCATION that was approved on June 24, 2016.

DATE APPROVED: DEC 19 2019

EFFECTIVE DATE: 11/20/2019

  
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Cynthia A. Covell  
Assistant Superintendent  
Office of Talent Management