

**Job Summary:**

The job of Administrative Executive Secretary is done for the purpose/s of providing administrative support to the Director of Human Resources to relieve the Director of administrative and clerical details, to perform specialized and difficult clerical work, and other related work as required.

**Essential Functions:**

- Provides secretarial support to the Director of Human Resources for the purpose of relieving the administrator of administrative and clerical details.
- Coordinates travel, meeting and conference arrangements for the Director of Human Resources for the purpose of ensuring the appropriate arrangements have been made in order for the administrator to be able to attend appropriate meetings/events.
- Maintains the daily calendar for the Director to ensure that his/her time is managed effectively to allow for maximum productivity while allowing for issues that need immediate attention to be addressed.
- Understand department's priorities and distinguishes sensitive situations that require immediate attention from the Director.
- Prepares/creates correspondence, forms, flyers, invitations, reports, etc. for the purpose of disseminating pertinent information to employees and other agencies.
- Assists with the development of departmental budget, monitors the adopted budget for trends and variances, and recommends adjustment to the Director.
- Assures discreet handling of sensitive personnel and labor relations matters.
- Coordinates/administers the monthly Instructional Aide Assessment test for the purpose of providing a pool of highly-qualified job candidates for instructional assistant positions at school districts throughout Tulare County.
- Compiles/distributes surveys and reports related to personnel issues as directed including the quarterly Williams Uniform Complaint Report for the purpose of providing accurate and timely information to the appropriate school district(s) as well as Tulare County Office of Education (TCOE) administrators and staff.
- Coordinates legal seminars and various trainings/workshops for TCOE employees, as well as employees from other school districts and agencies for the purpose of ensuring that appropriate facilities, materials and equipment are available as requested.
- Develops/updates information for the TCOE Human Resources web site for the purpose of providing pertinent, up-to-date information for TCOE staff, school district staff, and others.
- Coordinates TCOE events including the annual Employee Longevity Dinner, TCOE Retiree Reception and the Take Our Sons & Daughters to Work Day for the purpose of ensuring that appropriate staff are recognized.
- Coordinates the annual two-county Teacher Recruitment Fair for the purpose of attracting a large number of qualified teacher candidates for participating school districts to interview for positions that are to open up for the following school year.
- Makes appointments for the purpose of ensuring that the appropriate schedules are adhered to.
- Performs secretarial duties related to committees for the purpose of ensuring that members are aware of all workshops and meetings and receive all meeting agendas, minutes, handouts and surveys.
- Inputs/maintains job analysis information into specialized software for the purpose of maintaining up-to-date and accurate job descriptions for every TCOE position.
- Instructs/assists administrators in the completion of job analysis forms for the purpose of ensuring that they are accurate and complete upon submission.
- Processes mail, monthly absence reports, purchase orders, requests for warrants, etc. for the purpose of disseminating information to TCOE staff and others.
- Receives incoming calls for the purpose of answering questions of the caller or routing them to the appropriate personnel.
- Takes/transcribes minutes of meetings for the purpose of maintaining accurate records and information.
- Updates/maintains the certificated and classified TCOE bargaining agreements for the purpose of ensuring that up-to-date and accurate bargaining agreements are available for administrators and every employee.
- Identifies workflow impediments within own scope of work and related services of the human resources office and recommends improvements.
- Assists with the scheduling and coordinating of staff to ensure coverage in critical human resources functions.
- Assists with superintendent searches for Tulare County school districts for the purpose of ensuring that there is widespread notification, applications are complete upon receipt, and the paper screening and interview processes go smoothly.

**Skills, Knowledge and/or Abilities Required:**

- **Skills to:**
  - perform clerical work using independent judgement, initiative and required accuracy and speed;
  - type at a speed of 50 net words per minute;
  - recognize and appropriately respond to sensitive human resources matters;
  - work collaboratively with all units of the human resources department to improve work products and customer service;
  - work patiently with upset individuals in order to de-escalate the situation and seek appropriate assistance.
- **Knowledge of:**
  - research, compile and analyze information and prepare appropriate alternatives and recommendations;
  - implement new systems or changes in current programs by obtaining input and cooperation from others;
  - human resources policies and best practices;
  - correct English word usage, spelling, grammar and punctuation;
  - modern office methods, practices and procedures;
  - office and records management;
  - personal computers, electronic mail systems, software, etc.;
  - TCOE policies and procedures;
  - budgeting and fiscal practices at the department level;
  - the human resources needs of direct service schools;
- **Ability to:**
  - manage records;
  - use a computer to update and create correspondence and retrieve documents, develop and maintain databases, and other basic word processing applications;
  - transcribe (either by machine transcription, shorthand, computer, or by composing a letter from draft form);
  - understand, interpret and apply federal, state, local and county office policies, procedures, laws and regulations;
  - perform secretarial work with speed and accuracy;
  - understand and carry out oral and written directions;
  - maintain cooperative relationships with those contacted in the course of work;
  - travel, locally, using own vehicle;
  - attend in-service training, meetings, classes and conferences;

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services. The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**Experience Required:**

- Five years of experience performing complex administrative support duties, preferably in a human resources office.

**Education Required:**

- Formal or informal education equivalent to the completion of two years of college with supplementary training in business courses.
- Bachelor's Degree in business, human resources, or organization development is desirable.

**Certificates, Licenses, Clearances, Testing and/or Bonding Required:**

- Valid California driver's license and proof of automobile insurance.
- Typing certificate verifying 50 net wpm.
- Department of Justice and FBI Fingerprint Response.

**FLSA Status:** Non-Exempt

**May 2015**

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace.

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.