

POSITION DESCRIPTION

TITLE: EXECUTIVE SECRETARY
REPORTS TO: General Manager
GRADE: 6
FLSA: Non-Exempt
CONFIDENTIAL: Yes

SUPERVISORY RESPONSIBILITIES
DIRECT: None
INDIRECT: None

MINIMUM QUALIFICATION REQUIREMENTS

Unless required by law, experience and education may be substituted for each other upon approval by the General Manager or their designee. Certifications required by law for the position must be obtained within first year in the position.

EDUCATION: Associate's degree preferred with six years of progressive responsibility and experience; or equivalent combination of education and experience. Valid California driver's license and proof of insurability are required.

EXPERIENCE: Minimum of six years experience performing a variety of administrative support functions, including transcription and dictation of correspondence. Experience in journalism and preparation of press releases; proven ability to organize and manage competing priorities. Experience in supporting a Board of Directors including the preparation of Board packages, meeting agendas, and minutes; comprehensive ability to effectively utilize a personal computer, peripherals, and related word processing, spreadsheet and database management programs. Excellent verbal and written communications skills; ability to constructively deal with conflict and afford effective resolutions.

CONTACT RESPONSIBILITY

INTERNAL: Interaction with Supervisor to receive direction and review results; District management to provide a variety of administrative support functions; Board of Directors to provide a variety of administrative support functions and assist with travel arrangements; District employees to coordinate agendas and facilitate proper operation of the General Manager's office; all other District personnel as required.

EXTERNAL: Interaction with consultants, customers, vendors, government agencies and officials to schedule meetings, coordinate events and assist with problem resolution.

PHYSICAL REQUIREMENTS

Good hearing, eyesight and speech; Excellent ability to communicate both verbally and in writing; ability to effectively operate and utilize a personal computer and peripherals; able to tolerate periods of continuous sitting; may, on an infrequent basis, assist with lifting up to 50 pounds.

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Practice Test For Executive Secretary Job

Shasha Hu



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