



# LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

## HR DEPARTMENT

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<b>Position Title:</b>	Executive Secretary to Superintendent	<b>Location:</b>	Superintendent Office
<b>Reports To:</b>	Superintendent	<b>Supervises:</b>	None
<b>Classification:</b>	Support	<b>Status:</b>	Full-time
<b>FLSA Status:</b>	Exempt	<b>Benefit Eligible:</b>	Yes
<b>Work Year:</b>	261 days / 12 months	<b>Salary:</b>	See <a href="http://lhusd.org">lhusd.org</a> website

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### Education and Experience Requirements

High school diploma or equivalent. Previous successful experience in a secretarial position working at the administrative level, preferably within a school district or educational organization.

### Certificates and Licensure Requirements

IVP fingerprint clearance card through AZ Department of Public Safety

### Summary

Demonstrate knowledge of Arizona School laws, State Board of Education rules and School Board policies. Ability to perform highly responsible secretarial and administrative duties necessary to support the Superintendent. Facilitate communication between the Board, Superintendent, Directors and Community so that maximum attention and positive impact may be realized on the educational process. Relieves the Board and Superintendent of administrative details and requires the use of independent judgment and a broad knowledge of District policies, programs and organizational structure.

### Qualifications

- Demonstrated typing/word processing skills: minimum of 65 w.p.m.
- Demonstrated knowledge of office practices and procedures
- Highly proficient in the use of application software and data analysis including Microsoft and Microsoft Teams
- Must be able to take/transcribe dictation of various types, including correspondence, reports, notices, recommendations, and minutes of meetings.
- Demonstrated ability to communicate effectively both orally and written.
- Maintain the highest levels of interpersonal relations, customer service and positive public relations.
- Ability to work effectively without direct supervision and prioritize multiple tasks and projects
- Good health, physical stamina, fitness, and vitality

### Responsibilities and Requirements

#### SUPERINTENDENT

- Maintain the Superintendent's calendar including the establishment of all appointments and conferences.
- Compile necessary information and data for research and/or reports.
- Places and screens incoming office calls, mail, visitors and other requests to evaluate the relative importance of each. Responds independently as appropriate or refers them to the appropriate staff member as circumstances warrant.
- Maintain a regular and electronic filing system, as well as process incoming correspondence as instructed.
- Responsible for being aware and supportive of guidelines pertaining to assignment in Board policies and regulations.
- Establishes, through goal setting and time management, a clear-cut sense of direction/purpose in daily work activities.
- Responsible for being prompt and thorough in completing assignments and attending to details accurately and efficiently.
- Ordering and maintain supplies for the Superintendent's office as necessary.
- Responsible for making arrangements for travel and accommodations for out-of-town meetings or conferences.
- Publishes all legal and public notices concerning District Business.
- Assist with the preparation, production and distribution of informational publications as requested.
- Handle all communications on behalf of the Superintendent with courtesy, tact, efficiency, and discretion.

#### GOVERNING BOARD

- Oversees the preparation of Board Meeting and/or Workshop materials and distributes board materials to board members
- Complete the electronic/manual transcription of all Board meeting activities.
- Attend all Board meetings and serve as a Board Clerk, prepare the official minutes of Board meetings.



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- Process mail, receive and route all communications as well as record messages on behalf of board members.
- Responsible for arrangements for travel and accommodations for out-of-town meetings or conferences.
- Responsible for overseeing the production and distribution of Governing Board policies and regulations.

### OTHER

- Responsible for performing other duties consistent with this position when assigned by the Superintendent and/or Governing Board.

### Physical Demands and Work Environment

- Physical Effort
- Repetitive motion and eye strain through extensive utilization of computer hardware and software
- May require lifting materials and supplies weighing up to 25 pounds

### EEOC

*Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.*

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This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.