EMPLOYEE NAME: __________________________

Revised: 12/91; 6/92; 5/93; 2/94; 12/94; 3/95; 3/96; 11/96; 2/98; 4/01; 10/09; 4/12; 10/12; 6/18

JOB DESCRIPTION

<table>
<thead>
<tr>
<th>POSITION TITLE: Executive Secretary II</th>
<th>JOB CODE: 487A</th>
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<tbody>
<tr>
<td>DIVISION: Academic</td>
<td>SALARY SCHEDULE: Executive Secretary</td>
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<tr>
<td>DEPARTMENT: Academic</td>
<td>WORK DAYS: 238</td>
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<tr>
<td>REPORTS TO: Chief Academic Officer</td>
<td>PAY GRADE: Exec Sec II (NEX2)</td>
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<td>FLSA: Non-Exempt</td>
<td>PAY FREQUENCY: Monthly</td>
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PRIMARY FUNCTION: Provides support for the Chief Academic Officer and direct reports; reviews and approves reports, sets up meetings, plans large events, answers phone calls and emails, prepares presentations and memos, coordinates calendars, manages record retention and files, assists the team with administrative support, and projects a professional district image through in-person and phone interactions.

REQUIREMENTS:

1. Educational Level: High School Diploma required; some college preferred
2. Certification/License Required: None
3. Experience: 3 years of secretarial experience at the executive level
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Written and oral communication; ability to prioritize tasks and manage time effectively to meet tight deadlines; ability to analyze technical reports; excellent word processing, spreadsheet, database and internet research skills; ability to confidently manage ambiguity and constant change

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance.
2. Acts as a liaison between the Chief Academic Officer and other department staff members, transmitting directives, instructions, and/or assignments.
3. Processes complex administrative requests.
4. Processes monthly payroll.
5. Maintains strict confidentiality on highly sensitive matters.
6. Tracks and reports on deliverables, tasks, and action items daily.
7. Prepares agendas, process updates notices, and resolutions for meetings.
8. Supports CAO and direct reports in documenting and implementing processes across the division.
10. Prepares annual division budget documents and maintains financial records in accordance with District policy.
11. Compose, review, and edit outgoing communication.
12. Performs other duties as assigned by appropriate administrator.

Signature of Employee __________________________ Date __________________

Signature of Supervisor __________________________ Date __________________