

SAN YSIDRO SCHOOL DISTRICT

TITLE: Executive Secretary II

DEPARTMENT: Business

FLSA: Non-Exempt

Revised: August 2024

REPORTS TO: Chief Business Official

CLASSIFICATION: Classified (12 month)

SALARY: Confidential Salary Schedule (Steps 13-17)

Board Approved: August 14, 2025

BASIC FUNCTION: Under the direction of the Chief Business Official (CBO), the Executive Secretary II performs responsible confidential secretarial and administrative/clerical duties in the operation of a district division to relieve the administrator of a wide variety of office and routine administrative duties by planning, organizing, supervising, and participating in the clerical operations related to the assigned responsibility. This position requires confidentiality and discretion.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below.)

- Attends meetings as assigned for the purpose of taking minutes and/or conveying and gathering information required to perform functions.
- Maintains confidentiality of sensitive and privileged information.
- Prepares, compiles, and/or copies budget and payroll documents and information related to or for the purpose of collective bargaining.
- Compiles data from a variety of sources for the purpose of complying with financial, legal and/or administrative requirements.
- Coordinates, maintains and handles situations pertaining to the efficient operations of the the District and the assigned department.
- Maintains a wide variety of documents, files and records (including confidential) for the purpose of providing up-to-date reference and audit trail for compliance.
- Prepares and processes reports, documents and correspondence for the purpose of documenting activities, providing written reference and/or conveying information to appropriate parties
- Research a variety of topics for the purpose of providing information and making recommendations in a variety of administrative areas.
- Responds to inquiries from a variety of internal and external parties for the purpose of providing information, facilitating communication among parties and/or direction.
- Submits departmental purchasing requisitions as needed.
- Demonstrates knowledge of rules and regulations, laws and policies governing the district.
- Assists in the preparation of state, federal and local reports, and forwards them to the proper authorities.
- Compose documents for assigned area in accordance with established formats (e.g. letters, agenda items, minutes, bulletins, reports, etc.) for the purpose of documenting events, providing and/or requesting information.
- Works with other offices in the district, coordinates specific clerical activities and seeing that such have been accomplished.
- Work in collaboration with various departments to schedule and setup for meetings, including technology and interpretation/translation services.

- Works with external auditors and staff to coordinate and gather documentation for auditing purposes.
- **Governing Board Meetings** - Coordinates, assembles and prepares General and Business meeting agenda items, supporting documents, reports and information from all departments and schools. Attends meetings (when requested) to assist Administration Department staff.
- **Citizens Bond Oversight Committee** - Coordinates, schedules, assembles, and prepares the meetings, agenda items, supporting documents and information. This includes maintaining the website page, creating virtual internal/external protocols, virtual documents, sending out the virtual calendar invitation, launching the meeting and facilitating the meeting as needed, posting the agenda in accordance with the Brown Act and posting the materials on the district's website. Maintains and types the minutes of the Committee meetings. Posts for vacancies.
- **San Ysidro Public Schools Financing Corporation** - Coordinates, schedules, assembles, and prepares the meetings, agenda, items, supporting documents and information. This includes posting the agenda in accordance with the Brown Act and posting the materials on the district's website. Maintains and types the minutes of the Corporation meetings. Prepares and submits annual State and Federal Income Tax Reports and Statement of Information Reports to be in compliance.
- **LCAP/DBAC Committee** - Coordinate, schedule meetings, assemble and prepare and distribute the meetings' agenda, items and supporting documents and information. Maintains and types the minutes of the Committee meetings.
- **Agreements (non-bond related)** - Assists departments and schools when they submit agreements for review and/or submittal for Board approval/ratification. Communicate with vendors, contractors and/or consultants if changes to the agreement are needed or recommended; to request additional information and/or documentation such as insurance and endorsements; refer to other departments if services require it (such as DOJ clearance or onboarding process). Communicate with legal counsel for further review or guidance if needed; Submit for Board approval once final agreement has been reached. After approval, submit for signature from authorized district representatives and distribute to appropriate parties.
- **Bonds** - Assists the assigned administrator, legal and consultants with the bond issuance documentation and resolutions; prepares agenda item(s) for Board approval, gathers signatures, and distributes final documentation to stakeholders. Prepares the annual certification notices to be compliant with agreement requirements. Works closely with department administrators and staff on bond-related project documentation.
- **Risk Management (Property & Liability)** - Assists the assigned administrator with property and liability incidents and claims; provides claim forms when requested; works closely with claimants and insurance provider; collects and submits documentation to insurance provider; meets with claimants; prepares settlement release forms; prepares, collects and submits approved AMP forms. Maintains confidential files. Collects and maintains student accident reports from school sites.
- **Insurance** - Works closely with the District's insurance provider for guidance and to request annual and contract-specific insurance certificates of liability and endorsements; Vendors: Collect from vendors the required insurance certificates of liability and endorsements required based on their contract.

- Receive and screen phone calls and visitors to the office; provide information, direct callers and visitors to proper individual and/or office; provide information to students, staff, public and other agencies as required. Operate a variety of office equipment including but not limited to typewriter, computers, copiers, calculator, printers, and others.
- Monitors department staff attendance on AESOP.
- Performs other related secretarial duties as required.

KNOWLEDGE

- Functions and secretarial operations of an administrative office in a school district.
- School District policies, laws, procedures, and regulations affecting the work of the Superintendent's Office.
- Organizational operations, policies, and objectives.
- Modern office practices, procedures, and equipment.
- Digital and record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Budgeting practices regarding monitoring and control.
- Methods of collecting and organizing data and information.
- Business letter and report writing, editing, and proofreading.
- Public relations techniques.
- Operation of a computer and assigned software.
- Principles of training and providing work direction

ABILITIES

- Ability to perform responsible clerical and secretarial work to relieve the assigned administrator of detail.
- Ability to understand and apply rules, policies and procedures.
- Work collaboratively to problem solve.
- Ability to prioritize tasks and meet deadlines.
- Ability to compose correspondence independently and accurately
- Ability to make clear and comprehensive reports and keep records.
- Ability to meet the public in situations requiring tact, diplomacy and poise.
- Ability to use good judgment in recognizing scope of authority.
- Ability to establish and maintain effective working relationships.
- Ability to type at a rate of sixty-five(65) words per minute
- Strong computer and software skills

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

- AA Degree or higher with a minimum of four (4) years' experience in a school district's administrative office with similar responsibilities
- Valid California Driver's License
- Use of an automobile

- Bilingual and Biliterate (English / Spanish)

WORKING CONDITIONS

Office environment; subject to constant interruptions and office activities. Indoor and outdoor school settings which can include office and outdoor interactions. Meetings and activities of the district may occur at various school district locations requiring the position to be mobile.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information and read body language and expressions; seeing to perform assigned duties, sitting or standing for extended periods of time; dexterity of hands and fingers to operate office equipment. Ability to retrieve stored files; lifting light objects. Extensive work on the computer.