
California Special Districts Association

SAMPLE POLICY HANDBOOK

POLICY TITLE: Job Description – Administrative Secretary

POLICY NUMBER: 2906

2906.1 Under supervision of the General Manager: acts as Secretary to the Board of Directors, District Accountant, District Treasurer and District Clerk, all subject to annual appointment by the Board.

2906.1.1 The Administrative Secretary serves as secretary to the General Manager; attends to administrative detail on special matters assigned by the General Manager; composes correspondence on own initiative on matters not requiring personal attention of the General Manager; writes reports and letters; and, acts as office manager in the absence of the General Manager.

2906.1.2 The Administrative Secretary prepares agenda and attends meetings of the Board of Directors; transcribes and edits minutes; prepares drafts of agenda items requiring action by the Board; gives information to organizations, employees, customers and the general public regarding Board matters; and, prepares correspondence and maintains files on official actions of the Board and the General Manager.

2906.1.3 The Administrative Secretary acts as District Treasurer, being responsible, under the direction of the General Manager, for depositing, withdrawing, transferring and investing District funds, maintaining efficient fiscal practices to maximize non-operational earnings, and maintaining cash flow for needed liquidity; and, makes deposits and withdrawals.

2906.2 Required Qualifications. He/she must possess four years of increasingly responsible clerical and secretarial experience, and in keeping or reviewing accounting or fiscal records (equivalent job-related education in accounting may be substituted for a maximum of two years of experience on the basis of nine semester units of accounting for one year of experience).

2906.2.1 He/she must have completed 12 semester hours of professional accounting (one year of additional qualifying experience may be substituted for the education requirement), and the equivalent to completion of high school (grade 12).

2906.2.2 He/she shall possess a valid California driver's license.

2906.3 Desirable Qualifications. He/she should have knowledge of: modern office methods, practices and equipment; and techniques of business letter and report writing.

2906.3.1 He/she should have the ability to: perform responsible clerical and secretarial duties and independently take care of administrative detail; compose correspondence independently or from general directions; take, transcribe and edit Board material and minutes quickly and accurately; type at a speed of not less than sixty (60) words per minute from clear copy; and, maintain cooperative relationships with those contacted in the course of work.

2906.3.2 He/she should have the ability to: plan, organize and supervise the work of others in the performance of financial record-keeping and general clerical work; express ideas and give instructions effectively; apply rules and regulations to specific cases; analyze data and draw logical conclusions; and, take the lead and become a primary source of reference for assigned areas of responsibility.

2906.3.3 He/she should have thorough knowledge of the principles and practices of financial record-keeping, basic principles of accounting, computerized accounting and principles of effective supervision.