

## **FA JOB DESCRIPTION: EXECUTIVE SECRETARY**

### **Selection:**

The Executive Secretary is appointed by the FA Executive Council for a 1-year, renewable term.

### **Responsibilities:**

- Works a mutually agreed upon schedule of hours in the main FA office as well as on De Anza campus and remote locations as available and needed.
  
- Maintains his/her own record of time spent on FA business on a monthly and annual basis for audit purposes.
  
- Provides office oversight and support that may include:
  - Coordinating activities and projects
  - Assisting with work in office including covering the absence of the office manager
  - Assisting the president and vice president in emergency conditions (e.g. work actions)
  - Updating and maintaining data bases
  - Working closely with Office Manager, helping to compile Council meeting minutes and draft meeting summaries
  
- Performs responsibilities as deemed appropriate by executive staff from among the following:
  - Manages union membership, engaging with non-members to convince them to join FA and responding to those who have questions about their membership/dues
  - Oversees and Administers Executive Council elections, ratification votes and other such "surveys" of the general union membership
  - Represents FA on assigned shared governance committees
  - Represents FA president and/or vice president at Board and other district meetings as appropriate
  
- The duties may be negotiated with the President and Vice President and shifted, when appropriate, by mutual agreement of the parties involved. Compensation adjusted accordingly.

### **Remuneration:**

Reassigned time of approximately 2 classes, (or the cash equivalent thereof if part-time) reviewed annually, subject to review by the Executive Staff. Hours which are not included in the regular academic year are compensated at Step 1, Column1, Appendix G.

### **Application Process:**

Please send a resume and brief cover letter indicating your interest and experience to our Office Manager, Erika Cervantes ([faerika@fafhda.org](mailto:faerika@fafhda.org)) by no later than Friday April 10, 2026.