

JOB DESCRIPTION

TITLE EXECUTIVE SECRETARY,
CHIEF OPERATIONAL OFFICER

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	High school diploma or General Educational Developmental exam (GED); or one to three months related experience and/or training; or equivalent combination of education and experience which provides the required knowledge, skills and abilities for this position. Three to five years responsible secretarial experience. Advanced computer skills required.
Language Skills	Ability to read and interpret documents such as safety rules, operating instructions and procedures manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
Mathematical Skills	Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumferences, and volume. Ability to apply concepts of basic algebra.
Certificate/License	None
Reasoning Ability	Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, talk and hear. The employee is frequently required to stand and walk; use hands to finger, handle or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

REPORTS TO Chief Operational Officer

GENERAL RESPONSIBILITIES

1. Provides administrative and advanced secretarial support to the Chief Operational Officer.
2. Coordinates all agreements.
3. Coordinates board packets.

SPECIFIC RESPONSIBILITIES

1. Performs duties of an executive secretary nature and participates directly in the work of the individual(s) supported. Secures details of specialized information, coordinating office work and providing information regarding the services and operation of the unit.
2. Coordinates School Board agenda items; prepares memoranda and exhibits for School Board consideration and coordinates the production of School Board agenda items.
3. Maintains agreement/contract log of all items that require School Board consideration and approval. Types and formats contract documents and integrates exhibits and other financial data into contracts prior to School Board approval. Ensures that all required signatures are in place. Coordinates the distribution of all agreements and contracts after Board approval.
4. Coordinates with the office of the School Board Attorney on various legal matters, to include those pertaining to contract, real estate, hearings and union matters. Maintains legal services budgets and issues purchase orders as required.
5. Assists in the processing of union matters involving all bargaining units, including grievances, evaluations, and other recommendations of personnel action for all levels within the District.
6. Keeps appointment calendars and schedules appointments. Receives and screens calls and refers callers to other employees. Takes notes and minutes of conferences, meetings and functions as required. Arranges meetings with other Administrators and/or Government agencies, such as Collier County Government, City of Naples and City of Marco Island.
7. Prepares forms and composes letters. Collects material and prepares agendas for weekly staff meetings. Sets up and maintains specialized office files. Files letters, reports and related technical information in the prescribed manner. Assembles information for others use. Opens, prioritizes and processes mail.

8. Maintains a comprehensive and working knowledge of computer systems and programs such as Microsoft Word, Electronic Mail, District Calendar, and other programs as may become necessary.
9. Types using PC-based word processing software and processes letters, forms, reports, schedules, manuals, booklets, requisitions, purchase orders and related paperwork. Types information or enters data containing technical terminology into computer. Retrieves data for reports.
10. Performs research and retrieval of records. Conducts statistical comparisons of information. Assists in the preparation and maintenance of department records. Maintains a suspense file with pertinent information. Maintains inventory of supplies and materials for office operations.
11. Assimilates and prepares payroll reports. Prepares and processes all leaves of absence, including related travel, accommodations, and registration needs.
12. Prepares and processes travel reimbursement vouchers for in-county and out-of-county travel.
13. Assists in the preparation and maintenance of departmental budget(s), including the Legal Budget. Prepares and processes purchase orders.
14. Maintains an office reference manual for emergency preparedness procedures.
15. Performs other duties as assigned.